



PO220 Purchasing Goods and Services

June 12, 2013



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PO220 Purchasing and Receiving Goods and Services

Course Overview

Purchasing is the process of identifying a need for goods and/or services, the setting aside of funds for this purpose, and the evaluation and selection of a supplier or contractor to provide the required goods or services.

Prior to the creation of a requisition, you can view the available funds in the budget you plan to use to ensure that there are sufficient funds available to commit to a purchase.

This course addresses entering, updating and inquiring on requisitions that are manually entered in GEARS for goods and services.

Course Outline

The following lessons provide step-by-step instructions on entering, updating, and inquiring on commitments in GEARS and understanding the concepts associated with purchasing goods and services for the Judiciary.

- Lesson 1: Creating Requisitions in eProcurement
- Lesson 2: Managing Requisitions
- Lesson 3: Creating Express Purchase Orders
- Lesson 4: Inquiring on Requisition Information
- Lesson 5: Understanding Receipts
- Lesson 6: Entering Receipts
- Lesson 7: Managing Receipts
- Lesson 8: Reviewing Receipt Information

Course Audiences and Prerequisites

Audience(s):

The Judiciary audiences for this course are:

- District Court HQ and Courts
- Circuit Court
- Court of Appeals
- Court of Special Appeals
- Court Related Agencies
- AOC All Offices
- State Law Library

GEARS Role(s):

This course is intended for Judiciary employees with the following GEARS role(s):

- Field Self Service ePro
- PO Field Specialist

Prerequisites:

The recommended prerequisites for this course are:



- INT100 Introduction to GEARS
- PO100 Understanding GEARS Procurement Processes

Understanding the Requisition Document Structure

In GEARS, there are four levels in the transactional hierarchy of a requisition:

- Header
- Line
- Schedule
- Distribution

The four levels in the hierarchy contain the important information that defines the transaction (i.e., who, what, when, where, and how much). Purchase orders use the same hierarchy.

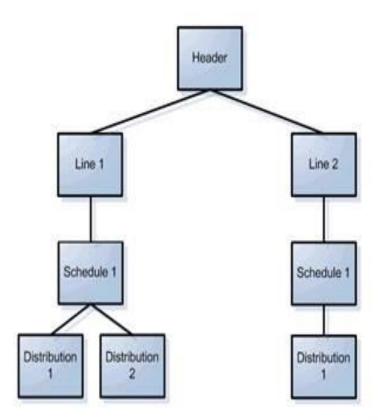
After completing this section, you will be familiar with the sections of a requisition and be able to identify where the following information is located on a requisition:

- the requisition vendor, amount, status and other identifying information
- line information (the goods and services being requested)
- the funding source(s) of a requisition (i.e., the PCA, Account (sub-object) and other Chartfield accounting distribution to be used to record the transaction in the budget and general ledger)

The example below illustrates the transaction hierarchy. In this example, there is one header, two lines, two schedules and three distributions for the transaction.

The GEARS system allows a single line on a requisition to be associated with more than one scheduled delivery. This functionality is unlikely to be used on a frequent basis at the Judiciary but it is important to understand how it works. In a similar manner, the charges on a single line on a requisition can be shared across several distributions. For example, two departments who plan to share a printer could each absorb half of the purchase cost of the printer.

Multiple schedules and multiple distributions can be very useful under the right set of circumstances but these features may not be used very frequently at the Judiciary.



Header

Headers contain high-level information about the transaction. This information applies to the entire transaction and is "inherited" by the attached line(s), schedule(s), and distribution(s). Below are other attributes of the header of a transaction:

- There is only one header per transaction
- For commitments, header information includes the:
 - Requester: user requesting the good or service
 - Req Date: date requisition created
 - Req ID: number assigned to the requisition
 - Accounting Date: date recorded in the GEARS General Ledger for the transaction
 - Status: status of the requisition (e.g., open, approved, canceled, completed)

<u>Line</u>

For requisitions, line-level information includes the goods or services being requested, how many goods or services are being requested, how much the good or service costs, and what the calculated dollar amount of the goods or services is (based on the selected unit of measure).



Below are other attributes of the line of a transaction:

- Headers may have one or more lines. In the illustration above, there are two lines. A transaction could potentially have an unlimited number of lines.
- There must be at least one line per header
- The line contains item or service level information about the header
- A line can be an "amount only" if it will be invoiced by amount rather than by quantity. Lines for services or flat amounts are generally "amount only" lines. Exceptions may include services that are billed by the hour, day, week, etc.

The line contains the following major fields:

- *Item ID*: Item ID assigned to a good/service
- Description: Description of the good or service
- *Unit of Measure (UOM):* used to quantify or track resources (e.g., EA Each)
- Quantity: quantity to be obligated; lines for services or flat amounts will have a quantity of "1".
- *Price*: unit price or cost of a service
- Category: type of good or service
- Status: status of the requisition line (e.g., open, approved, canceled)

Schedule

In GEARS, schedule-level information identifies the due date of a purchase and the Judiciary shipping location or location where a service will be performed. Each line must have a corresponding schedule. The line must have a minimum of one schedule. The illustration above shows only one schedule per line.

The GEARS System allows a single PO line to have multiple delivery schedules. For example, a PO line for 10 each could have 5 each scheduled for delivery on 12-1-2013 and 5 each scheduled for delivery on 1-1-2014. This functionality may not be used often at AOC.

The schedule contains the following major fields:

- Due Date: Item ID assigned in the Item Master associated with a good/service
- *Ship To*: The value used to indicate where goods are to be shipped or where a service will be received

Distribution

The distribution of a transaction contains accounting (funding source) information about the line and schedule. The distribution is where Chartfield information defines how the cost of the purchase will be expensed, whether the expense is done by quantity or amount, and what percent of the quantity or amount to expense. Other attributes of the distribution are:

• A distribution can be split by amount or quantity. In the illustration above, Line 1 on the transaction has two distributions.

The fields on the distribution include:



- *Distribute by*: quantity or amount, the methods to allocate the expense. **NOTE:** Requisitions for services or flat costs are generally distributed by "Amount."
- *Percent:* percentage of either the quantity or amount to be distributed or allocated to a funding source entered (depending on the "Distribute by" method selected)
- *Chartfield:* accounting codes used to identify the funding source for the transaction
- Entry Event: codes used to define the accounting entries for the transaction
- Status: status of the distribution line (e.g., open, canceled, closed)

What Happens to My Requisition?

Below is a graphical representation of the requisition process.

Create the requisition.

· Use the online requisition pages.



Approve the requisition.

 The requisitions can require approval of amounts and various goods and/or services.



Run the Budget Checking Process.

This process determines whether funds exist to cover

the cost of the requisition.



Copy the requisition into an **RFQ** for the bidding process.



Source the requisition to a Purchase Order.



Lesson 1: Creating Requisitions in eProcurement

Lesson Overview

A requisition is entered when purchasing goods and services that are over pre-set spending limits and that are considered sensitive items. The spending limits are \$2,500 for Circuit Court and \$500 for District Court.

Sensitive items are those items valued to be \$250 or greater that are prone to theft and concealable in a handbag or briefcase. These items are at risk for misappropriation and / or personal use. Hazardous items are also considered to be sensitive. All sensitive items require a greater degree of control and accountability. Therefore, Judiciary personnel must use the requisition process to purchase sensitive items. Below is a list of the items that are considered to be sensitive by the Judiciary and must be purchased using the requisition process:

- Cameras
- Video Cameras
- iPads
- Tablet PCs
- Slip Printers
- Validators
- UPS (Power Supplies)
- Firearms (regardless of cost)
- Monitors
- CPUs
- GPS Tracking Systems

Generally, purchases that are managed internally and under \$2,500 - i.e., items that are purchased via procurement card or through other direct pay methods - do not require a requisition. Again, sensitive items require purchasing though the requisition process.

Entering Requisitions for Sole Source Goods and Services

Some goods and services are considered to be "sole source" items which are not currently being provided to the Judiciary under a negotiated contract.

You also must provide comments and supporting documentation to accompany your request. The documentation must answer the following questions:

- 1. Are there any other existing sources that meet the requirement?
- Is the paramount consideration for a sole source because of compatibility issues? For example: The need to have equipment, accessories, or replacement parts be compatible with what currently exists.
- 3. Are these items needed for trial or testing only?

Lesson Objectives

After completing this lesson, you will be able to:

- Create a requisition for various scenarios
- Request an item to be added to the item catalog
- Copy a requisition



- Add Favorites
- Create & use a personal template to create a requisition

1.1 Creating a Requisition Using the Item Catalog

When purchasing goods and services, the Judiciary manages what is being purchased by using a categorized collection of items called the **Item Master** – more commonly referred to as a Catalog. Items (including physical goods and services) in the Item Master are categorized or grouped by similar attributes such as forms, equipment, services, supplies, etc.

When you create a requisition, you browse and select items from a catalog, which is managed in the Item Master. Many of the items in the catalog are priced with pre-selected contracted vendors that have agreed to provide the goods or services when a request is made.

After completing this topic, you will be able to:

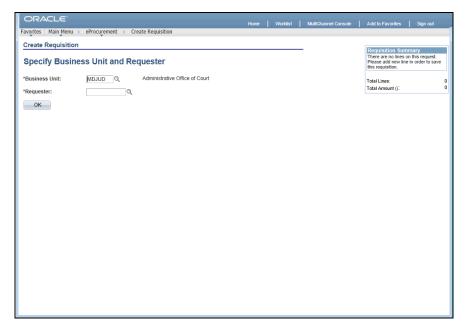
- define and assign a name to a requisition
- browse through the catalog and select an item(s)
- save and submit a requisition for approval
- reserve funds for (budget check) a requisition

Procedure

In this topic, you will learn how to create a requisition by selecting an item from the item catalog.

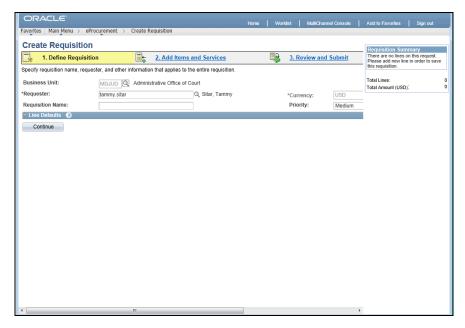
Step	Action
1.	Begin by navigating to the Create Requisition page.
	Click the eProcurement link. eProcurement
2.	Click the Create Requisition link. Create Requisition





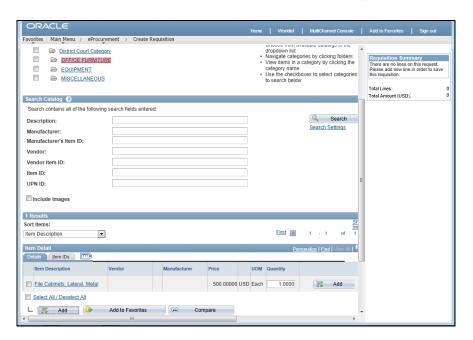
Step	Action
3.	The Create Requisition - Specify Business Unit and Requester page displays.
	Use this page to identify yourself as the requester and select your associated business unit.
	You can also identify another employee as the requester. In that case, GEARS records the User ID of the person making the entry as well as the User ID of the person identified as the requester.
4.	Enter the desired information into the Requester field. For this example, enter "tammy.sitar".
5.	Click the OK button.





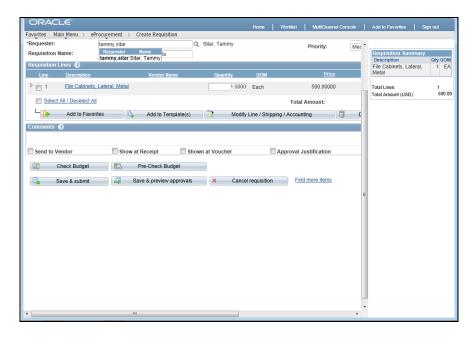
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Step	Action
6.	The Create Requisition - 1. Define Requisition page displays.
	Use this page to perform the first step in creating the requisition by giving it a meaningful name. This is an optional step. The system will create a Req even if you do not do this.
	Naming your Reqs will help you track them in the system without the need to remember the Req ID.
7.	Enter the desired information into the Requisition Name field. For this example, enter "Office 2 Drawer File Cabinets".
8.	You can navigate to the next step in the process by clicking the Continue button or by clicking the link 2. Add Items and Services at the top of the page.
	Continue
9.	You will have an option of various catalogs. Utilize the catalog that is related to your business unit and need.
	Click the District Court Category button.
	The Catalog is broken down into sections in a tree structure to make it easier to find the Items that you want to order.
10.	Click the OFFICE FURNITURE link. OFFICE FURNITURE



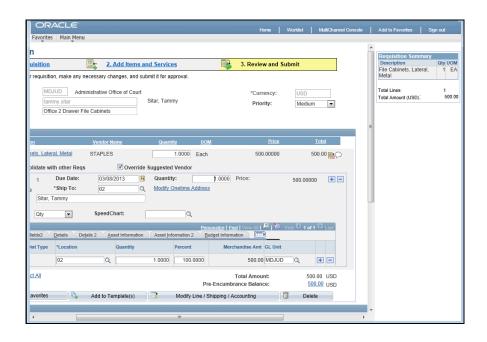


Step	Action
11.	Once you get to the detail level in the catalog, the system will display all the items that are in that distinct group. Click the File Cabinets , Lateral , Metal option.
12.	Click the Add button. Add
13.	Click the Review and Submit link. NOTE: You will continue to the final step in the requisition creation process and 3. Review and Submit tab will display. Review and Submit



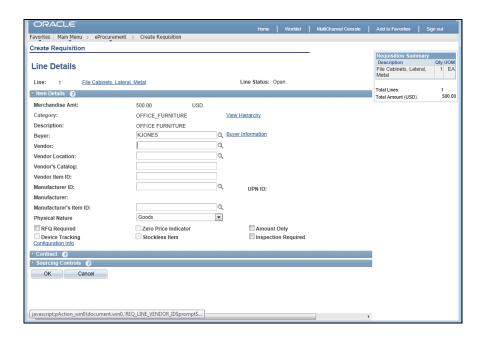


Step	Action
14.	If you need to review or change details related to the Req you are creating, click the Expand Section button.
	Steps 14 through 24 are optional. The system will create a Req even if you do not make any changes in those Steps.

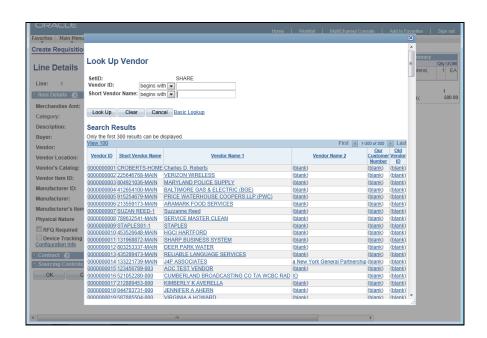




Step	Action
15.	Click the Line Details button.

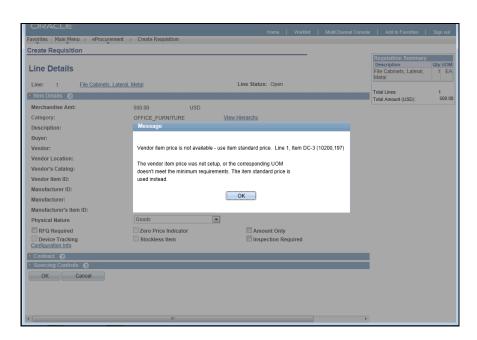


Step	Action
16.	Click the Look up Vendor (Alt+5) button.
	Q



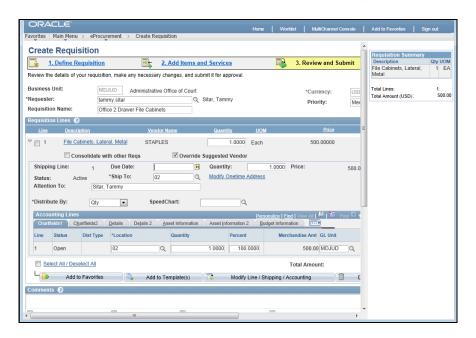


Step	Action
17.	The Look Up Vendor page displays.
	Use this page to search for the vendor you desire to purchase the item(s) from listed on your requisition.
18.	Enter the desired information into the Short Vendor Name field. For this example, enter "staples".
19.	Click the Look Up button. Look Up
20.	The search results display. View the list of results and select the vendor you desire. For this example, click the 0000000009 link.



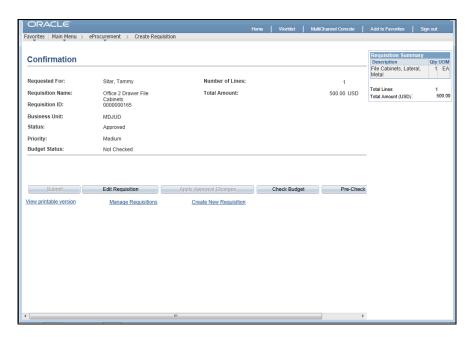
Step	Action
21.	Read the message. Click the OK button.
22.	Upon your return to the Create Requisition - Line Details page, click the OK button.





Step	Action
23.	The date the item is needed could be extremely important. Be certain to enter a due date for when the item is needed or required.
	Enter the desired information into the Due Date field. For this example, enter "03/08/2013".
24.	Click the Collapse Section button.
25.	Click the Save & submit button. Save & submit





Step	Action
26.	The Confirmation page displays. The information included on this page confirms your request.
	At this point, the Req enters the WorkFlow Approval process. When the Req has been approved by everyone in the approval flow, GEARS will send an e-mail to the requester.
27.	Click the Check Budget button. Check Budget
28.	Upon a successful check of the budget, note that the Budget Status is "Valid". The Budget Check process pre-encumbers the funds needed to purchase the items on the Req.
29.	You have successfully completed the Creating a Requisition Using the Item Catalog topic.
	You have learned to: - name your requisition - search and select items from the catalog - search and select a vendor - check the budget and submit your request End of Procedure.

1.2 Creating a Special Request Requisition

Entering a Special Request Requisition

Special Request requisitions are used to purchase goods and services not available in the catalog. In other words, special request items do not have AOC Item Numbers.



When you create a **Special Request** requisition, you must manually enter all item information about the good or service you are purchasing (i.e., the item or service description, quantity/amount, unit of measure, unit price, category, and vendor) as well as shipping and funding (accounting distribution) information.

Adding an Item to the Item Catalog

If you wish to request that an item or service be added to the item catalog, the **Item Request** option on the Special Request requisition must be selected during requisition entry. This triggers a notification to be sent to the **Item Administrator** who will review your documentation, verify the validity of the request, and either approve or deny the request.

After completing this topic, you will be able to:

- create a Special Request requisition
- request that the item be added to the item catalog
- attach documents to the requisition
- enter comments regarding the request

Procedure

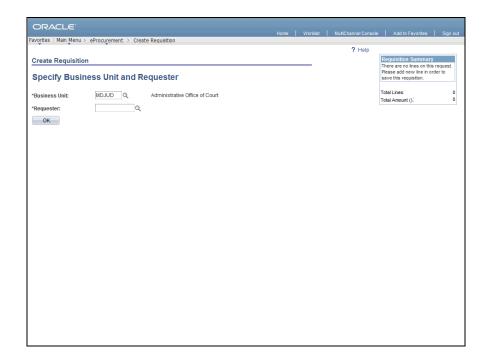
In this topic, you will learn how to create a special request requisition, attach documents and enter comments that support the need for your request. You will also learn how to request for the purchased item to be added to the item catalog.

The Judiciary will typically create Item Numbers for all items that will be purchased again by anyone in the organization.

Step	Action
1.	Begin by navigating to the Create Requisition page.
	The steps that are necessary to create a Req for Special Request Items are exactly the same as the steps to create a Req for Catalog Items up until the point where you are actually adding the items to the Req.
	Click the eProcurement link.
2.	Click the Create Requisition link. Create Requisition

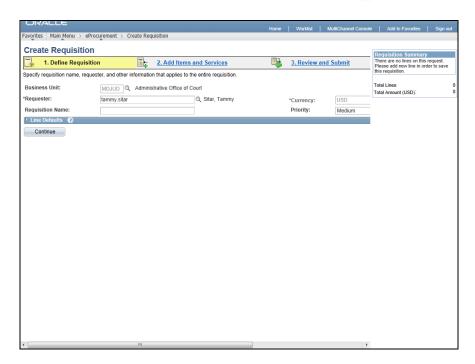


Step	Action
3.	The Create Requisition - Specify Business Unit and Requester page displays.
	Use this page to identify the Requester of the requisition and the Business Unit . The person making the entry can be the requester but that is not a requirement. In other words, you can create a Req based upon the request of another employee.
	The Business Unit defaults as "MDJUD".



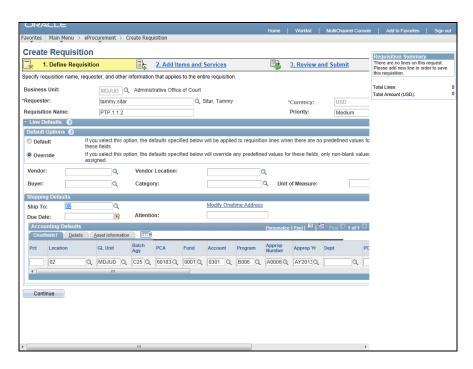
Step	Action
4.	
	Enter / select a requester in the Requester field.
5.	Click the OK button.



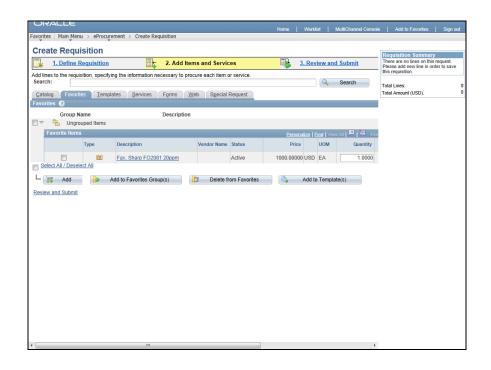


Step	Action
6.	The Create Requisition page displays.
	The Business Unit and Requester field values default from selections on the previous page.
7.	Enter a description for the requisition in the Requisition Name field. You can use the Requisition Name field to search for your requisition later.
8.	Click the Expand section button.
	By making entries on the pages that follow, you are creating defaults that will apply to every line on the Req unless you modify the entries there. Setting defaults here can be very useful if you are creating a multi-line req where the defaults are relatively constant from one line to the next.
9.	Click the Override option. Access to the Override and Default radio buttons is governed by the level of access given to the person making the entries. If a person does not have the appropriate security to access these buttons, the buttons will not appear on the page. Override
10.	The Ship To field should default to your default shipping location. For this example, enter "02" in the Ship To field.



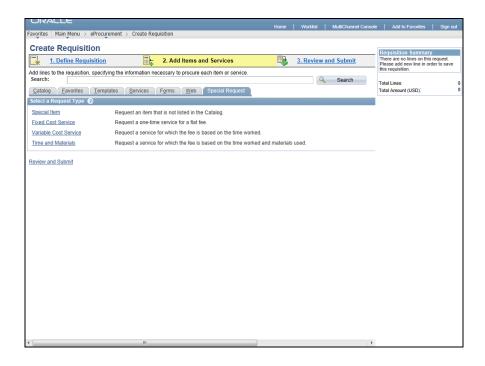


Step	Action
11.	Click the Continue button. Continue



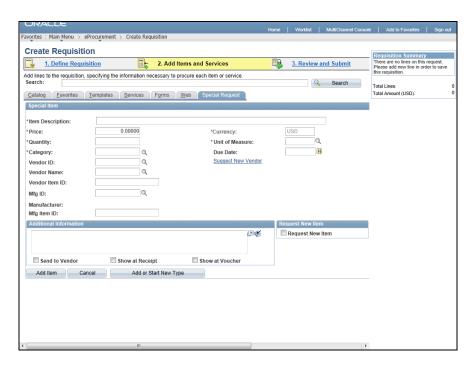


Step	Action
12.	The Add Items and Services page displays.
	The second step to create a requisition includes entering the items or services you desire. The Special Request tab awaits your entry.
13.	Click the Special Request tab. Special Request



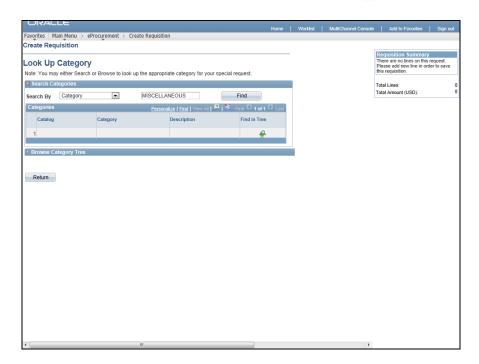
Step	Action
14.	The Special Request tab displays.
	Before creating a Req for a Special Request Item, search the catalogs to make sure that the item does not already have an Item ID.
	Click the Special Item link. Special Item





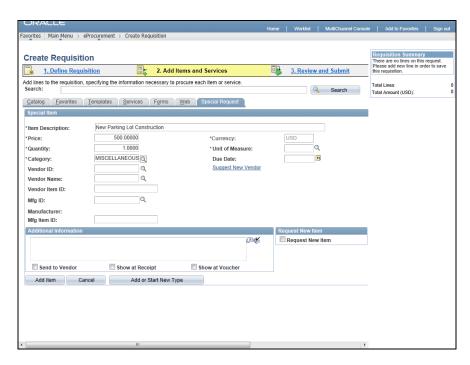
Step	Action
15.	Enter the desired information into the Item Description field. For this example, enter " Parking Lot Construction " into the field.
16.	Enter "500" into the Price field.
17.	Enter "1" into the Quantity field.
18.	Use the search icon to search for an appropriate Category for each item being ordered.
	Enter "miscellaneous" into the Category field.
19.	Click the Category Lookup button.





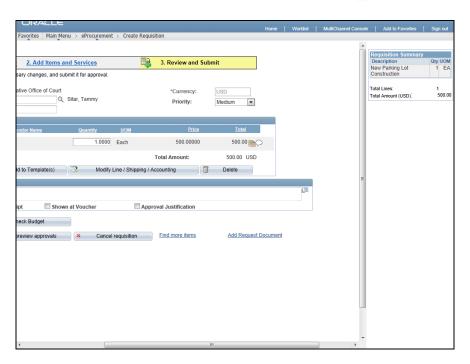
Step	Action
20.	The Create Requisition - Look Up Category page displays.
	Use this page to search for the desired information type from the Search By field.
21.	Click the Find button.
22.	Click the MISCELLANEOUS link. MISCELLANEOUS





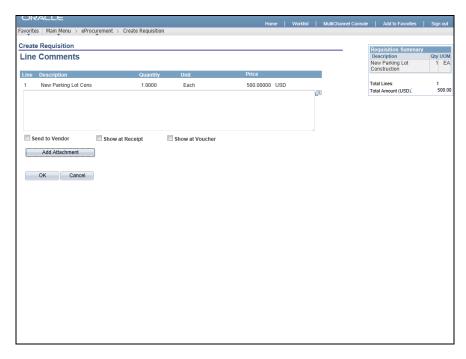
Step	Action
23.	After finding the specific search criteria, you are returned to the 2. Add Items and Services tab.
	Enter "ea" into the Unit of Measure field.
24.	Click the Request New Item option.
	This will send a message to the person responsible for creating Item IDs requesting that a new Item ID be created for this item. Request New Item
25.	Click the Add Item button. This will add the item to the req and it will be displayed in the Requisition Summary section of the page. Add Item
26.	Click the 3. Review and Submit link. 3. Review and Submit





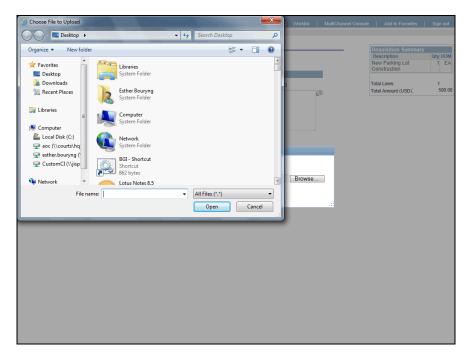
Step	Action
27.	The Review and Submit page displays.
	As you are creating a requisition, you have the option to enter comments about your request. The comments can be 1) an attachment, 2) comments that explain in further detail the purpose of your request or 3) clarify the need for the special request. Click the Add/Edit Comments button.





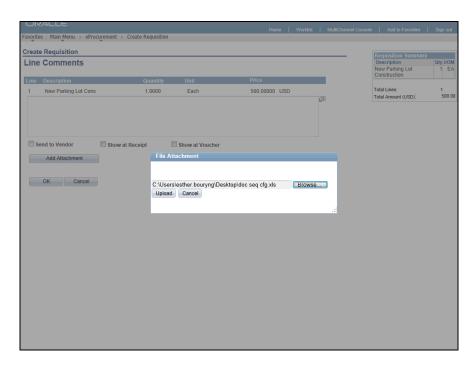
Step	Action
28.	The Create Requisition - Line Comments page displays.
	Click the Add Attachment button to add an attachment as part of your comments. Add Attachment
29.	Click the Browse button.





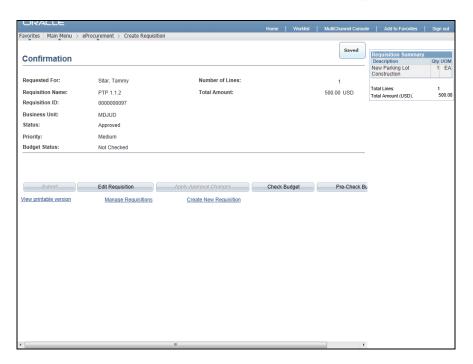
Step	Action
30.	Select the appropriate file attachment for upload. For this example, you will not have to actually select a document. Click the Open button.
	Once a file has been selected, that file is saved to a PeopleSoft storage device. When users need the information in the future, they do not need access to the files on the User's laptop. Open
	or Press [Alt+O].





Step	Action
31.	Click the Upload button. Upload
32.	Enter "Sample attachment for ePro Requisition" into the comments field.
33.	Click the OK button.
34.	Prior to submission, the system gives you an opportunity to review what you have entered and even make changes.
	Click the Save & submit button. Save & submit





Step	Action
35.	The Confirmation page displays. A new Requisition ID is assigned.
36.	Click the Check Budget button. The Budget Status will change to "Valid" after Budget Checking has been executed and verifies that there are funds available in the budget. See the updated budget status.
37.	You have successfully completed the <i>Creating a Special Request Requisition</i> topic.
37.	You have learned to: - create a special request requisition - request that the item is added to the item catalog - add an attachment that further explains the need for the request - enter comments about your request End of Procedure.

1.3 Creating a RFQ Required, Zero-Price Requisition

Request for Quote (RFQ), zero-price requisitions are entered in GEARS for purchases of goods and services when the Judiciary is unable to determine the cost until completion and when the vendor is not known. For example, you may need to enter a zero-price requisition for the construction of a new building for which the AOC Procurement and Contract Administration department needs to solicit services.

Special Request requisitions are used to enter RFQ required, zero-price requisitions.



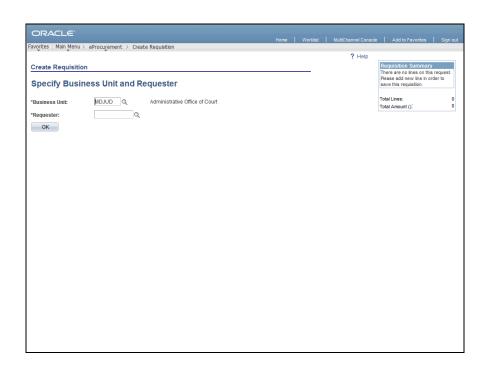
After completing this topic, you will be able to:

- enter a **Special Request** requisition for which the vendor and the good or service price is unknown
- override the price field to create a zero-price requisition

Procedure

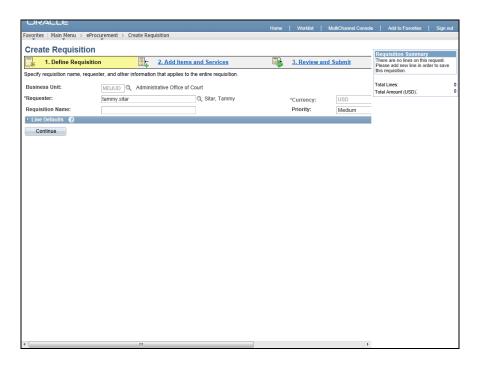
In this topic, you will learn how to create a zero-price requisition and reserve funds.

Step	Action
1.	Begin by navigating to the Create Requisition page.
	Click the eProcurement link. □ eProcurement
2.	Click the Create Requisition link. Create Requisition
3.	The Create Requisition - Specify Business Unit and Requester page displays.
	Use this page to identify yourself as the requester and the business unit to which you belong.



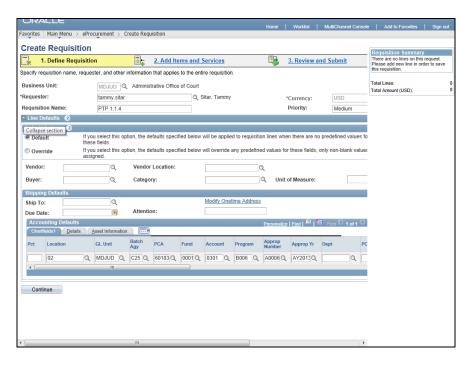


Step	Action
4.	Your name will default in as the Requester.
5.	Click the OK button.

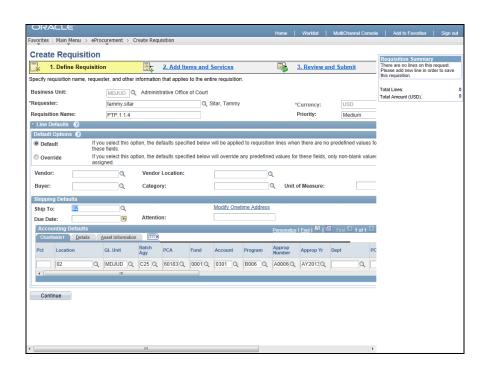


Step	Action
6.	The Create Requisition - 1. Define Requisition page displays. In this first step, you can assign a name to your requisition.
7.	Enter the desired name. For this example, enter "PTP.1.1.4" into the Requisition Name field.
8.	Click the Expand section button.



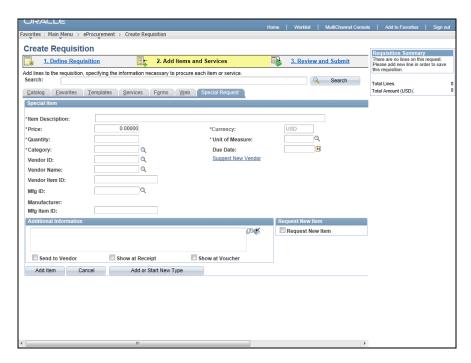


Step Action
 9. The Ship To field will default to your business unit's shipping location. For this example, enter "02" into the Ship To field.





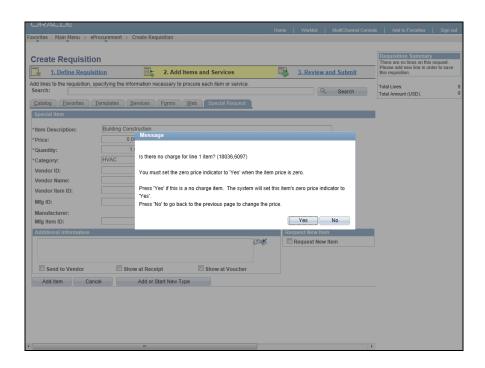
Step	Action
10.	Click the Continue button to move on to the 2. Add Items and Services tab.
11.	In the Special Request tab, click the Special Item link. Special Item



Step	Action
12.	The Special Item section displays.
	Use this page to enter information about the specific goods or services being requested.
13.	Enter "Building Construction" into the Item Description field.
14.	Enter "1" into the Quantity field.
15.	Enter "HVAC" into the Category field.
16.	Click the Category Lookup button.
17.	The Look Up Category page displays.
	Use this page to enter criteria and search for a category.
18.	Click the Find button.

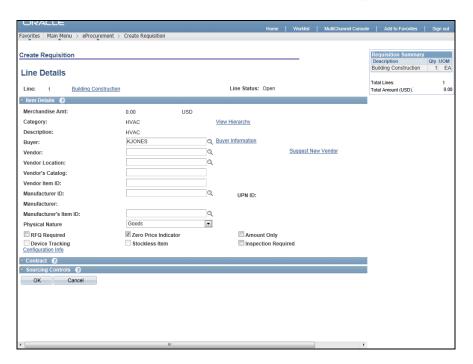


Step	Action
19.	Click the HVAC link.
20.	Enter "ea" into the Unit of Measure field.
21.	Click the Add Item button. Add Item



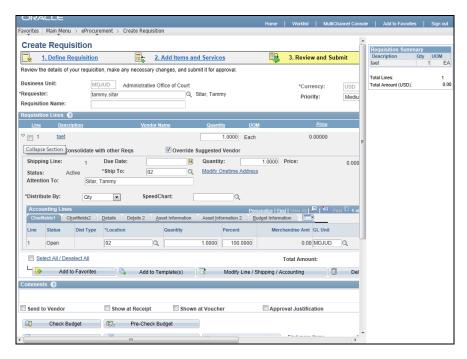
Step	Action
22.	Click the Yes button.
	This ensures the Zero Price Indicator is set to "Yes".
23.	Click the Review and Submit link. 3. Review and Submit
24.	The Review and Submit page displays.
	Click the Expand Section button to display the information already entered that is related to the Building Construction line item.
25.	Click the Line Details button.



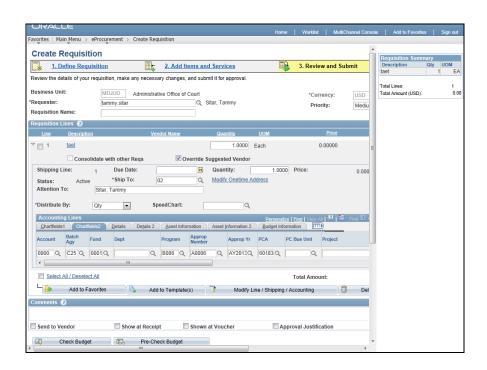


Step	Action
26.	The Create Requisition - Line Details page displays.
	Use this page to identify some specifics about the line item being requested for purchase.
27.	Click the RFQ Required option.
	NOTE: The Zero Price Indicator button (to the right of the RFQ Required button) is already selected. RFQ Required
28.	Click the OK button to return to the 3. Review and Submit link step.



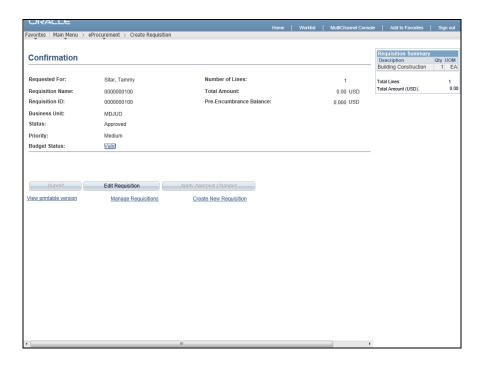


Step	Action
29.	Click the Chartfields2 link.
	Chartfields2





Step	Action
30.	Enter the desired information. For this example, enter "0301" into the Account field.
31.	Click the Save & submit button.
	This will cause the Req to enter the Approval WorkFlow process. When the Req is through the entire approval process, the system will notify the requester via e-mail. Save & submit
32.	Click the Check Budget button. A message may display confirming that the requisition will be in an "Open" status if the budget has been checked. Check Budget
33.	The Budget Status should be "Valid" after the Budget Check has been run.



Step	Action
34.	You have successfully completed the <i>Creating a RFQ Required, Zero-Price Requisition</i> topic.
	You have learned to: - enter a special item required line item - override the price option to create a \$0 requisition - reserve funds for the requisition End of Procedure.



1.4 Copying a Requisition

You may purchase the same items or services multiple times throughout the year. For example, office supplies are items that have to be constantly replaced. A previously created requisition with the same line items can be copied to make the requisition process more efficient and accurate.

After completing this topic, you will be able to:

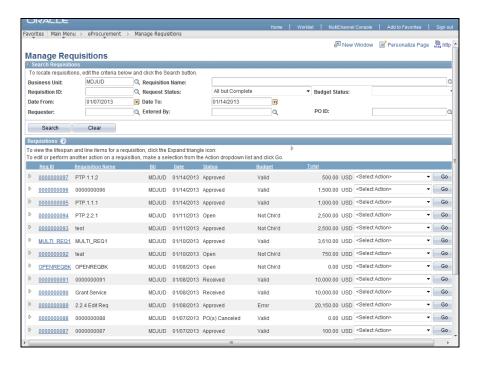
- search for a requisition
- create a copy of a requisition
- assign a new name to the copy and submit the copied requisition

Procedure

In this topic, you will learn how to copy a previously created requisition and submit as a new requisition.

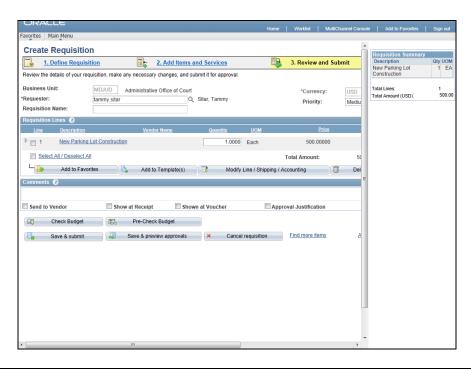
Step	Action
1.	Begin by navigating to the Manage Requisitions page.
	Click the eProcurement link.
2.	Click the Manage Requisitions link. Manage Requisitions





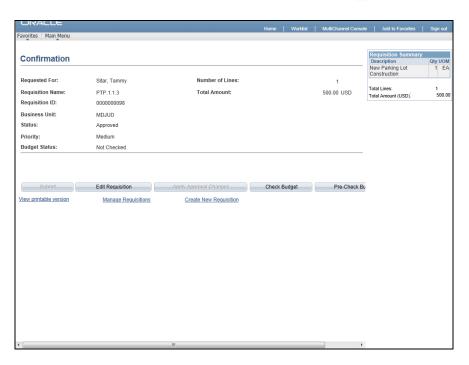
Step	Action
3.	The Manage Requisitions page displays.
	Use this page to enter criteria and search for the requisition you desire to copy.
4.	Click the Select Action list on the line of the Req you want to access. The pull-down will list the actions that are possible for this line. Select Action The pull-down will list the actions that are possible for this line.
5.	Select the Copy Requisition option for PTP.1.1.2. Copy Requisition
6.	Simply selecting the action from the list is not enough. You must also click the Go button.





Step	Action
7.	The Create Requisition page displays.
	Use this page to assign the new requisition name, modify the quantities, vendor selection, or other specifics to be copied on the requisition.
8.	The requisition has been copied.
	A new requisition name is required. For this example, enter "PTP.1.1.3" into the Requisition Name field.
9.	Click the Check Budget button. Check Budget
10.	Click the Save & submit button.
	This will cause the Req to enter the Approval Workflow process. Once the Req has been fully approved, the system will send a notification e-mail to the requester. Save & submit





Step	Action
11.	The Confirmation page displays.
	It confirms that a new copy of a requisition has been created with a new name.
12.	Click the Check Budget button. Check Budget
13.	The Budget Status should be "Valid" after the Budget Check has been run.
14.	You have successfully completed the Copying a Requisition topic.
	You have learned to: - search for a requisition - create a copy of the requisition - assign a new name & save the copied requisition. End of Procedure.

1.5 Adding Favorites (Items) on a Requisition

Items in the item catalog that are purchased frequently can be identified as a favorite for your User ID. Instead of selecting the item or service each time a requisition is created, the item or service can be selected from the favorites (items) list to create the requisition.

After completing this topic, you will be able to:

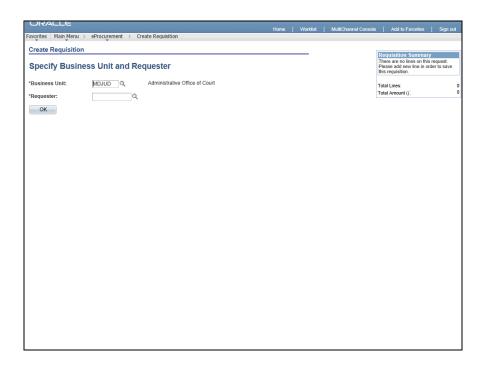
- select an item from the catalog
- save the item to the favorites list
- save and submit the requisition



Procedure

In this topic, you will learn how to add an item to favorites (items) on a requisition.

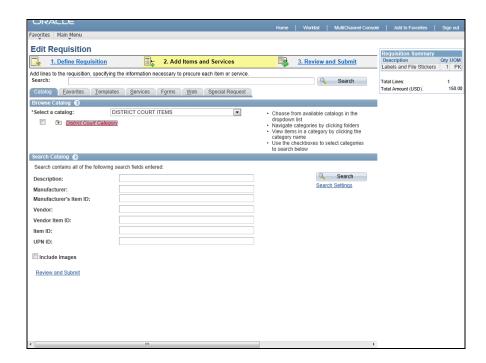
Step	Action
1.	Begin by navigating to the Create Requisition page.
	Click the eProcurement link. □ eProcurement
2.	Click the Create Requisition link. Create Requisition



Step	Action
3.	The Create Requisition - Specify Business Unit and Requester page displays.
	Use this page to identify yourself and the business unit to which you belong.
4.	Enter the desired information into the Requester field. For this example, enter "tammy.sitar".
5.	Click the OK button.

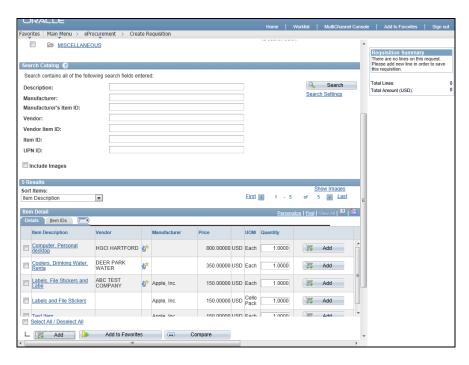


Step	Action
6.	The Create Requisition - 1. Define Requisition page displays.
	Use this page to assign a name to the requisition and set a priority.
7.	Enter the desired information into the Requisition Name field. For this example, enter "Office File Labels".
8.	Click the Continue button. NOTE: You will continue to 2. Add Items and Services. This is the next step in the requisition creation process. Continue

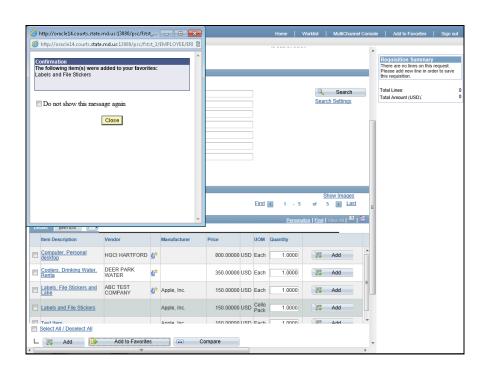


Step	Action
9.	The Add Items and Services page displays.
	Click the District Court Category button.
10.	Click the OFFICE SUPPLIES link.
	OFFICE SOFFEES



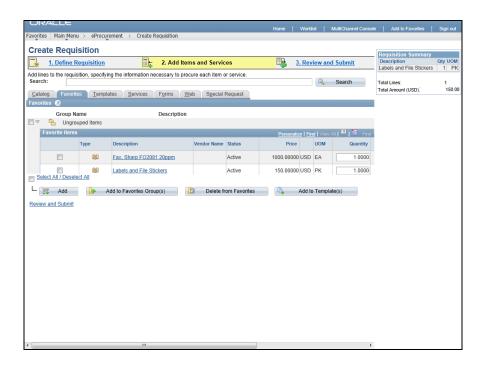


Step	Action
11.	Click the Labels and File Stickers option.
12.	Click the Add to Favorites button. Add to Favorites



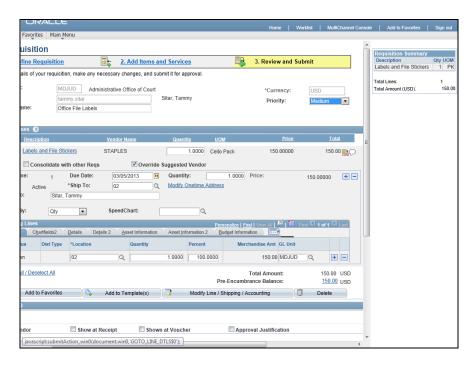


Step	Action
13.	A Confirmation window displays.
	Click the Close button.
	Close
14.	Click the Add button. Add
15.	Click the Favorites tab. Favorites

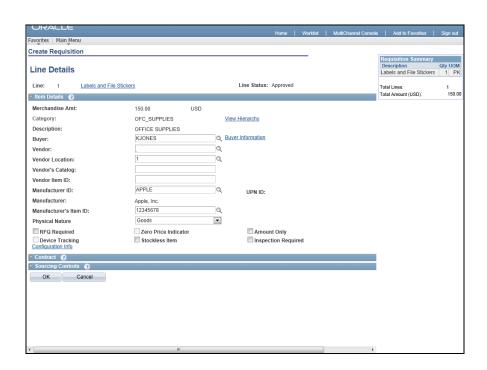


Step	Action
16.	The Favorites tab displays.
	Verify that the item(s) you selected as favorites are listed here.
	Click the Review and Submit link.
	Review and Submit



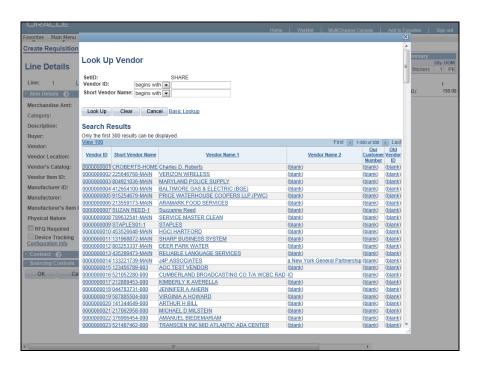


Step	Action
17.	The Review and Submit page displays.
	Click the Line Details button.



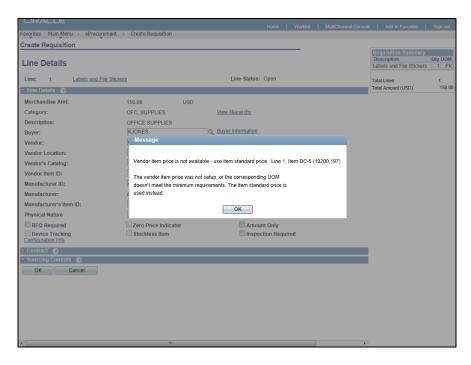


Step	Action
18.	The Line Details page displays.
	Use this page to assign a vendor and identify a few other specifics about the line item.
19.	Click the Look up Vendor (Alt+5) button.

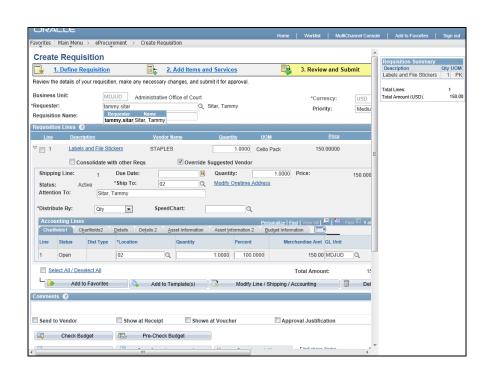


Step	Action
20.	The Look Up Vendor page displays.
	Use this page to search for a vendor.
21.	Enter the desired information into the Short Vendor Name field. For this example, enter " staples ".
22.	Click the Look Up button. Look Up
23.	Click the 000000009 link.
	NOTE: You will be returned to the Line Details page.



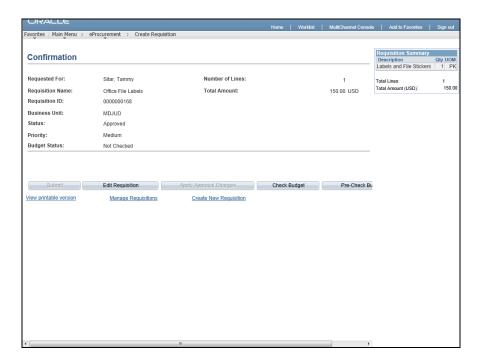


Step	Action
24.	Click the OK button to accept the notification message.
25.	Click the OK button.





Step	Action
26.	The Review and Submit page displays.
	Enter the desired information into the Due Date field. For this example, enter "03/05/2013".
27.	Click the Collapse Section button.
28.	Click the Save & submit button. Save & submit



Step	Action
29.	The Confirmation page displays.
	Click the Check Budget button. Check Budget
30.	After a budget check of available funds has been executed, the requisition has a budget status of "Valid".



Step	Action
31.	You have successfully completed the <i>Adding Favorites (Items) on a Requisition</i> topic.
	You have learned to: - select an item from the catalog - add the selected item to favorites End of Procedure.

1.6 Creating a Personal Template

You may create a personal template to use for the creation of future requisitions and eliminate redundant data entry. For example, you may want to create a personal template for training that your office is required to take every quarter. The template can contain vendor and line information and the amount.

Line attributes, such as the "Amount Only" option, or accounting information is not saved to a template because these values can change from one transaction to another.

A template is very similar to a Favorite except that a Template includes several items that are combined on the template. A Favorite includes a single item. For example, a Template could include a Laptop, a Mouse and 2 speakers. If someone ordered 5 of the template, the order that resulted will be for 5 Laptops, 5 Mice and 10 speakers.

Use the template every time you need to create a requisition for goods or services that are needed on a frequent basis to save yourself time.

NOTE: Creating a personal template for requisitions is very similar to creating a requisition. However, you are not required to submit or budget check a template. No funding information is added to the template.

After completing this topic, you will be able to:

• create a template for a requisition

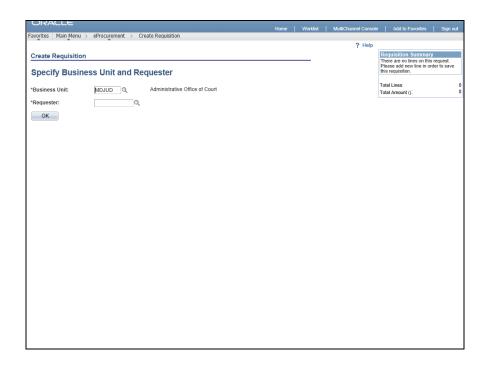
Procedure

In this topic, you will learn how to create a personal template for your requisitions.

Step	Action
1.	Begin by navigating to the Create Requisitions page.
	Click the eProcurement link. DeProcurement

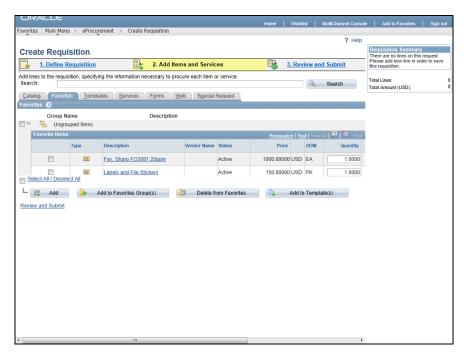


Step	Action
2.	Click the Create Requisition link.
	Create Requisition



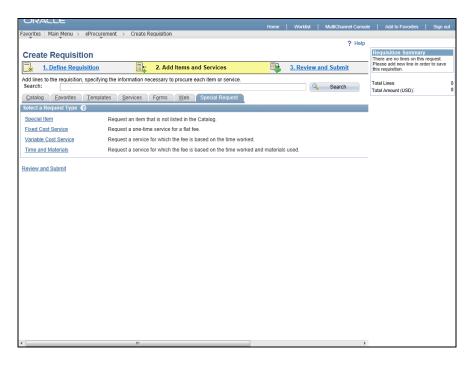
Step	Action
3.	The Create Requisition - Specify Business Unit and Requester page displays.
	Use this page to identify yourself as the requester.
4.	Enter the desired information into the Requester field. For this example, enter "tammy.sitar".
5.	Click the OK button.
6.	The Create Requisition - 1. Define Requisition page displays.
	Use this page to assign a name to the requisition.
7.	Enter the desired information into the Requisition Name field. For this example enter "New Office Furniture".
8.	Click the Continue button. The 2. Add Items and Services page will display. Continue





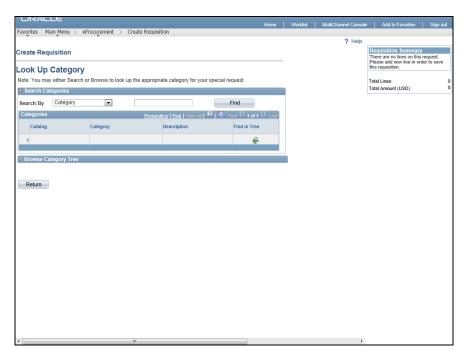
Step	Action
9.	The Add Items and Services page displays.
	A template can be created for any requisition. The line items can come from the catalog, services, a special request, etc. For this topic, we will use and focus on a special request item type as an example. Click the Special Request tab. Special Request





Step	Action
10.	The Special Request tab displays.
	Click the Special Item link. Special Item
11.	Enter the desired information into the Item Description field. For this example, enter "Cherry Wood Executive Desk".
12.	Enter the desired information into the Price field. For this example, enter "2695".
13.	Enter the desired information into the Quantity field. For this example, enter "1".
14.	Enter the desired information into the Unit of Measure field. For this example, enter "ea".
15.	Enter the desired information into the Due Date field. For this example, enter "03/07/2013".
16.	Click the Category Lookup button.

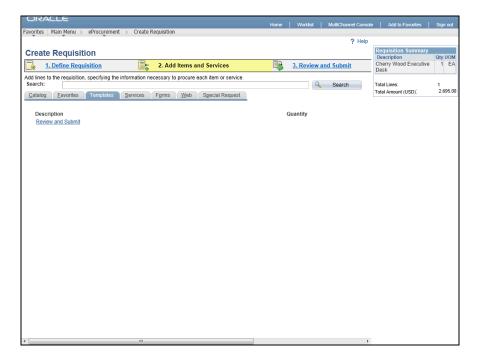




Step	Action
17.	The Create Requisition - Look Up Category page displays.
	Use this page to enter criteria and search for the specific category the item will be associated.
18.	To perform a general search and view all available categories, do not enter anything in the Search By field.
	Click the Find button.
19.	Click the DISTRICT_COURT link for the Office Furniture category or click the OFFICE FURNITURE link.
20.	Click the Vendor Lookup button. This is not necessary at this time for a template. Vendors change. Since this is a template, leaving this field blank will be fine.
	In normal circumstances like when you are actually creating the requisition, if there is a specific vendor in mind that has an inventory of such a product, identify the vendor.
21.	Special notes to the vendor can be included on the template. This can be a note of something that is required to be done no matter what vendor is chosen. A note such as "Signature required upon delivery."
	Enter the desired information into the Additional Information Comment Box field. For this example, enter "Desk for new office".

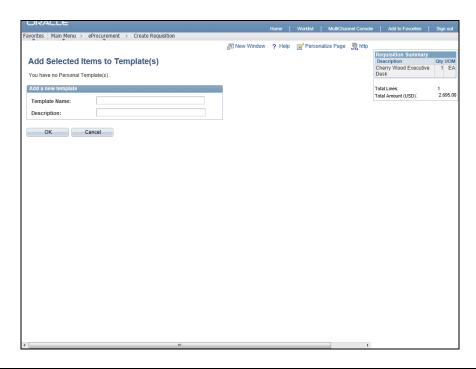


Step	Action
22.	Once you enter your comments, below the box you can select if you would like to: 1) include the note for the vendor to see, 2) show the comments at receipt, or 3) show the comments on the voucher.
23.	Click the Add Item button. Add Item
24.	Click the Templates tab. Templates



Step	Action
25.	The Templates tab displays.
	There are currently no templates available. If this is the first time you have created a template, there will not be any identified templates. Once you complete this topic, this will be the first template created.
	Click the Review and Submit link. Review and Submit
26.	Click the Cherry Wood Executive Desk option.
27.	Click the Add to Template(s) button. Add to Template(s)





Step	Action
28.	The Add Selected Items to Template(s) page displays.
	Assign a name to the template that will be meaningful to its purpose.
	Enter the desired information into the Template Name field. For this example, enter "New Executive Office".
29.	The Description field allows you to provide a little more detail about the template and what line items may be included in it.
	Enter the desired information into the Description field. For this example, enter " Template for Executive Offices ".
30.	Click the OK button.
31.	You have successfully completed the Creating a Personal Template topic.
	You have learned to: - create a template for multiple use End of Procedure.

1.7 Using a Personal Template to Create a Requisition

After creating a personal template, it can be used to create future requisitions. If necessary, you may modify a requisition once it has been created from a template. For example, you may need to increase/decrease the amount or quantity on a line or add a new line. Changes made to the new requisition are not reflected in the personal template.



Before creating a new requisition, you should perform a funds availability check to avoid budget checking errors. Once the requisition has been created from a template, it is processed like any other requisition.

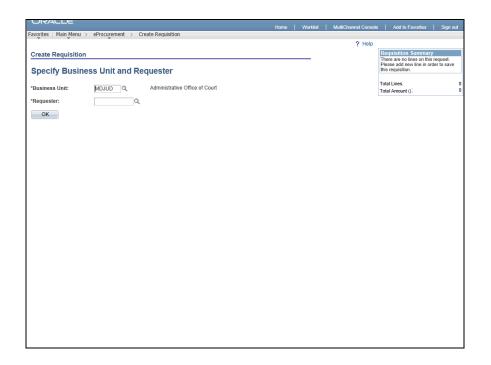
After completing this topic, you will be able to:

- access your personal templates
- use the template to create a new requisition
- save and submit the requisition
- budget check the requisition to commit funds

Procedure

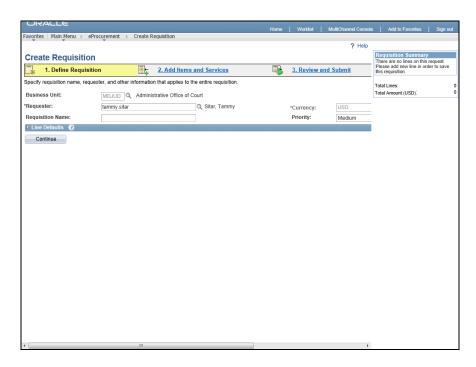
In this topic, you will learn how to create a requisition using a personal template you created.

Step	Action
1.	Begin by navigating to the Create Requisition page.
	Click the eProcurement link. □ eProcurement
2.	Click the Create Requisition link. Create Requisition



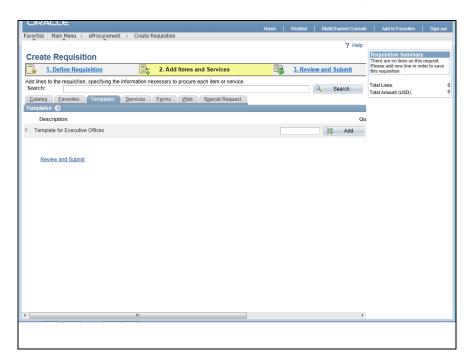


Step	Action
3.	The Create Requisition - Specify Business Unit and Requester page displays.
	Use this page to identify yourself as the requester.
4.	Enter the desired information into the Requester field. For this example, enter "tammy.sitar".
5.	Click the OK button.



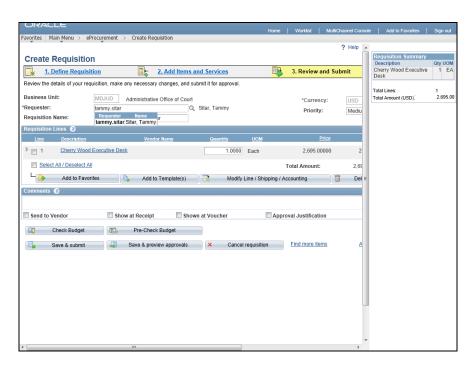
Step	Action
6.	The Define Requisition page displays.
	Enter the desired information into the Requisition Name field. For this example, enter "New Executive Ofc - Director".
7.	Click the Continue button. Continue





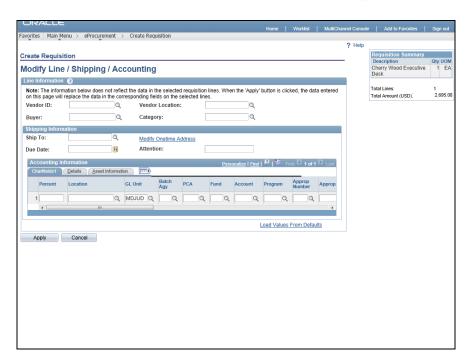
Step	Action
8.	The 2. Add Items and Services page will display.
	The template that you created in the previous topic is listed under the Templates tab. This is the template you will use to create your requisition.
9.	Click the Expand Section button.
10.	Click the Add button. If there is more than one item below, you may need to select which one(s) you want to add. Add Add
11.	Notice that the Requisition Summary in the top of the page automatically updates.
	Click the Review and Submit link.
	Review and Submit





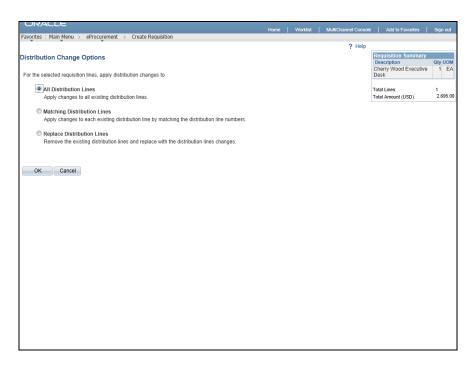
Action
The 3. Review and Submit page displays.
Use this page to enter the edits to the line item(s). Updates to the quantity of the line item, enter comments, and enter the appropriate accounting line to charge the request against.
Click the Modify Line / Shipping / Accounting button. Modify Line / Shipping / Accounting





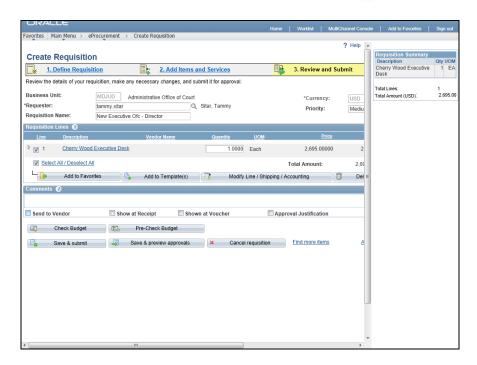
Step	Action
14.	The Modify Line / Shipping / Accounting page displays.
	The accounting line may default in for you. However, in the event there is no default accounting line present, enter the appropriate accounting line. For this example, click the Load Values From Defaults link. Load Values From Defaults
15.	Click the Apply button. Apply





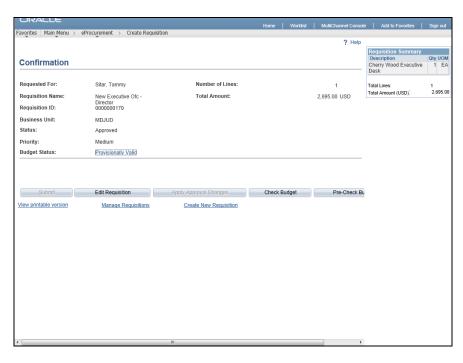
Step	Action
16.	The Distribution Change Options page displays. Use this page to accurately distribute the funding across the entered accounting lines.
17.	For this example, accept the default to All Distribution Lines and click the OK button.





Step	Action
18.	The Review and Submit page displays.
	Enter the desired information into the Comments field. For this example, enter " Sign upon delivery ".
19.	Click the Send to Vendor option if you wish to have the vendor see the comments you provided. Send to Vendor
20.	Click the Save & preview approvals button. Save & preview approvals
21.	You may desire to perform a pre-check to determine if funds are available for the purchase. If no funds are available, a message will display. Before submitting the requisition for approval and to perform a pre-check, click the Pre-Check Budget button. Pre-Check Budget
22.	Click the Save & submit button. Save & submit





Step	Action
23.	The Confirmation page displays showing that after having performed the pre-check the Budget Status is "Provisionally Valid". This means that there is enough funding in the budget to cover the proposed request.
24.	Click the Check Budget button. After a successful check of the budget, the Budget Status will change to "Valid". Check Budget
25.	You have successfully completed the <i>Using a Personal Template to Create a Requisition</i> topic. You have learned to: - access your personal template - use the template to create a requisition - perform a pre-check of the budget End of Procedure.



Lesson 2: Managing Requisitions

Lesson Overview

You can access existing requisitions from the **Manage Requisitions** page. Use this page to view requisition information or access associated transaction inquiry pages, view approval status, edit, cancel, budget check and re-open requisitions. Upon navigating to this page, requisitions created within the last week appear in the retrieved results. In this lesson, you will learn how to use the **Manage Requisitions** page to update, cancel, budget check and re-open a requisition.

The following search options provide multiple ways of finding existing requisitions:

- **Requisition Name:** Requisitions may be given a description upon creation. If there is no description provided by a user, the system assigns the requisition ID by default.
- **Requisition ID:** Every saved requisition is assigned a unique ID.
- Request Status: Search for requisitions by Request status.
- **Budget Status:** Search for requisitions by Budget Status.
- Date From and Date To: Search for requisitions by creation date.
- Requester: Search by the requester ID. The requester is the initiator of the request.
- **Entered By:** Use this field to search for a requisition by the user ID of the person who entered the request into GEARS; this person may not be the requester.
- **PO ID**: If a purchase order has been created from the requisition you are looking for, use the PO ID field to enter the unique ID of the purchase order associated with the requisition.

Viewing the Requisition Lifecycle

After finding a requisition on the **Manage Requisition** page, you can monitor a requisition as it goes through the Procure-to-Pay life cycle. The **Requisition Lifecycle** displays a requisition as it is created, approved, sourced to a PO, items are received, and the vendor invoice is entered and sent for payment by the State. You can click on links that allow you to access details about a transaction, if desired. The Requisition Lifecycle is displayed below.



Lesson Objectives

After completing this lesson, you will be able to use the **Manage Requisitions** page to:

- Update a requisition
- Cancel a requisition
- Re-open a requisition
- Budget check a requisition
- View requisition budget exceptions



2.1 Editing a Requisition

A requisition can be updated before it has been approved. Updates may be needed for a number of reasons and may include increases / decreases to the requisition amount, changes to the funding source used, among other reasons.

Considerations

- If the requisition has been approved but has not been referenced on a purchase order, you must cancel the requisition and create a new one. (**NOTE:** Canceling a requisition is discussed in the *Canceling a Requisition* topic).
- If you need to make changes to a requisition that has already been approved and sourced to a purchase order, contact the Department of Procurement and Contract Administration or the purchase order buyer for instructions.
- If changes to the accounting information for requisition or the amount are made, you must budget check the requisition again.

After completing this topic, you will be able to:

- use the **Manage Requisitions** page to access an existing requisition
- update a requisition and save changes
- re-submit requisition changes for approval

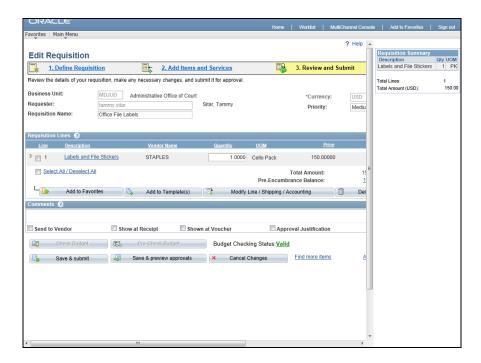
Procedure

In this topic, you will learn how to search for a requisition and edit the quantity amount of one of the line items.

Step	Action
1.	Begin by navigating to the Manage Requisitions page.
	Click the eProcurement link.
2.	Click the Manage Requisitions link. Manage Requisitions
3.	The Manage Requisitions page displays. Use this page to search for a requisition and select the requisition to be updated.
	Please note that Req Names are displayed here. If you know the Req Name, it makes it much easier to find the Req.

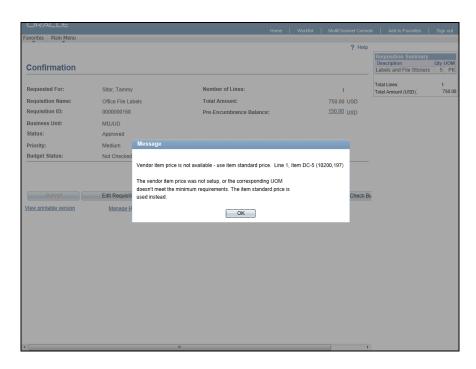


Step	Action
4.	View the list of available requisitions. Select the desired requisition. For this example, click the <select action=""></select> list for Requisition ID 000000168 . <select action=""></select> ▼
5.	Click the Edit Requisition list item. Edit Requisition
6.	Click the Go button.



Step	Action
7.	The Edit Requisition page displays.
	Use this page to make the desired updates to the requisition.
8.	Enter the desired information into the Labels and File Stickers Quantity field. For this example, enter "5".
9.	Click the Save & submit button. The new quantity will be saved with a new pre-encumbrance balance. A budget check must be performed to reserve the new required funding amount. Save & submit





Step	Action
10.	Click the OK button.
11.	Click the Check Budget button. Check Budget
12.	After a successful completion of the budget check, the Budget Status reads as "Valid". This means funds have been successfully reserved for the updated request.
13.	You have successfully completed the <i>Editing a Requisition</i> topic. You have learned to: - search for a requisition - update the quantity needed for a line item - perform a budget check - save and submit the requisition for re-approval End of Procedure.

2.2 Canceling Requisition

When the items requested are not needed, the requisition can be cancelled before a purchase order is created.

After completing this topic, you will be able to:

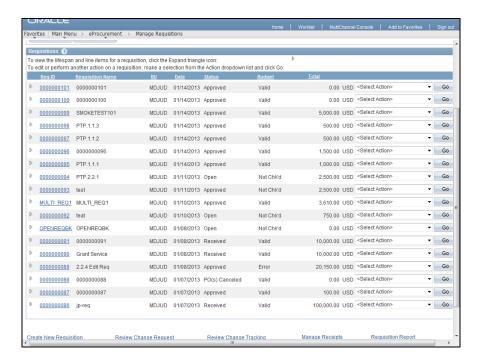
• cancel a requisition



Procedure

In this topic, you will learn how to cancel a requisition.

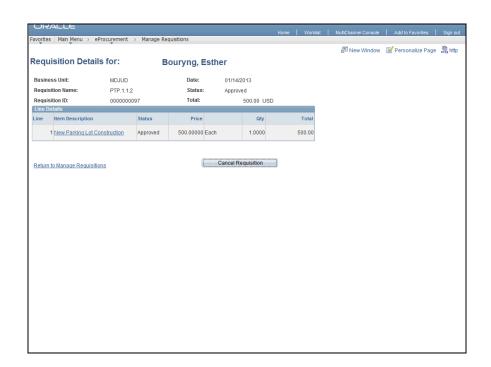
Step	Action
1.	Begin by navigating to the Manage Requisitions page.
	Click the eProcurement link. □ eProcurement
2.	Click the Manage Requisitions link.
	Manage Requisitions



Step	Action
3.	The Manage Requisition page displays.
	Use this page to enter criteria and select the desired requisition.
4.	Click the drop-down list for the requisition you want to cancel. <select action=""> ▼</select>
5.	Click the Cancel Requisition list item. Cancel Requisition

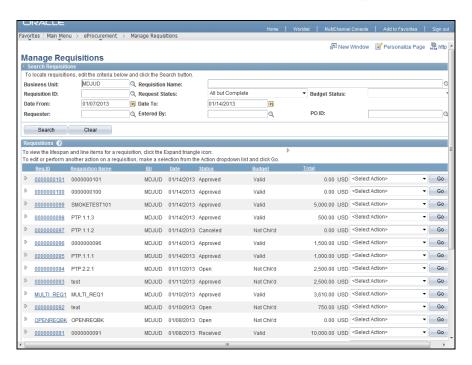


Step	Action
6.	Click the Go button.



Step	Action
7.	The Request Details for: page displays.
	Use this page to view the line items details and to cancel the requisition.
8.	Click the Cancel Requisition button. Cancel Requisition





Step	Action
9.	The Manage Requisitions page displays. PTP.1.1.2 should now have a status = "Canceled".
	NOTE: Budget Status ="Not Chk'd". The Requisition must be budget checked successfully to be considered canceled. That step will be addressed in a separate topic.
10.	You have successfully completed the <i>Canceling Requisition</i> topic. You have learned to: - search through available requisitions - cancel a requisition End of Procedure.

2.3 Re- Opening a Cancelled Requisition

A requisition may have been cancelled due to lack of funding or maybe it was found that the items listed on the request may not have been needed at the time of the initial request.

After completing this topic, you will be able to:

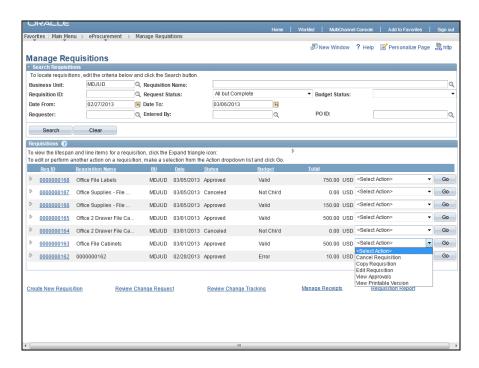
- search for a requisition with a cancelled status
- re-open the cancelled requisition

Procedure

In this topic, you will learn how to re-open a cancelled requisition.



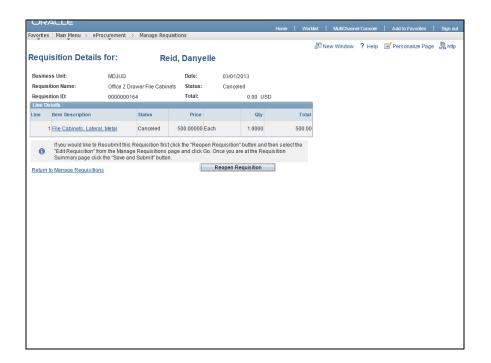
Step	Action
1.	Begin by navigating to the Manage Requisitions page.
	Click the eProcurement link.
2.	Click the Manage Requisitions link. Manage Requisitions



Step	Action
3.	The Manage Requisitions page displays.
	Use this page to search through the available requisitions that have been cancelled.
4.	View the list of requisitions and their status. You can click the Status link to sort the requisitions by status to assist in finding the desired cancelled requisition. For this example, click the Select Action Drop Down list for Requisition ID 000000164. Select Action
5.	Click the Re-Open Requisition list item.
	Re-Open Requisition

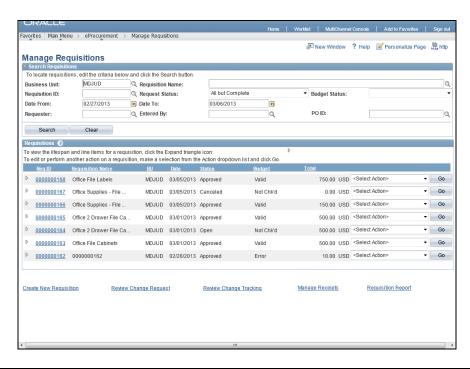


Step	Action
6.	Click the Go button.
	Go



Step	Action
7.	The Requisition Details for: page displays.
	Use this page to view the line details and items of the requisition and submit request to re-open the requisition.
8.	Click the Reopen Requisition button. Reopen Requisition





Step	Action
9.	The Manage Requisition page displays. Notice that the Status of the selected requisition has now changed to "Open".
10.	You have successfully completed the <i>Re-Opening a Cancelled Requisition</i> topic.
	You have learned to: - search through a list of available cancelled requisitions - re-open a cancelled requisition End of Procedure.

2.4 Budget Checking a Requisition

For purchasing transactions, the Commitment Control budget checking process is used to check the available balance of a funding source on a requisition and set aside the funds (if available). GEARS requires a budget status of "Valid" to source a requisition to a purchase order (PO).

The budget status of a requisition will be "Valid" if the transaction passes budget checking.

In addition to budget checking a requisition from the requisition entry pages, you can also budget check requisitions from the **Manage Requisitions** page. A requisition may need to be budget checked after entry for a number of reasons, including but not limited to the following:

- requisition information was entered and saved but the document was not budget checked during entry
- you cancelled a requisition that has a budget status of "Valid"

NOTE: When the budget status of a requisition is "Not Chk'd", the requisition should be budget checked to commit funds for the purchase. When the budget status is "Error", you must correct



the budget error (i.e., edit the appropriate requisition distribution line) and then budget check the requisition.

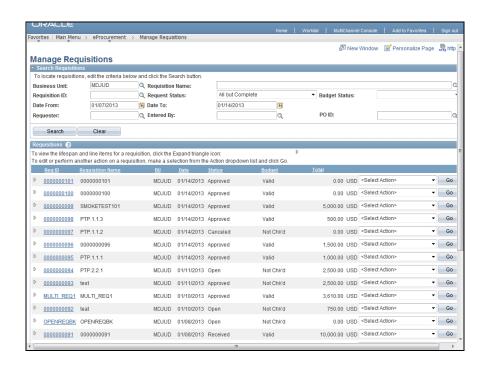
After completing this topic, you will be able to:

• perform a budget check on a requisition with a budget status of "Not chk'd"

Procedure

In this topic, you will learn how to check the budget for a requisition.

Step	Action
1.	Begin by navigating to the Manage Requisitions page.
	Click the eProcurement link.
2.	Click the Manage Requisitions link. Manage Requisitions





Step	Action
3.	The Manage Requisitions page displays.
	Use this page to enter criteria and search for the desired requisition.
4.	View the list of requisitions and select the requisition. For this example, select Requisition Name PTP.1.1.2 from the list.
	Requisition Name 1 11 .1.1.2 from the fist.
	Click the PTP.1.1.2 drop-down list.
	<select action=""> ▼</select>
5.	Click the Check Budget list item.
	Check Budget
6.	Click the Go button.
	The Budget Status should be "Valid" for requisition name PTP.1.1.2.
	Go
7.	You have successfully completed the <i>Budget Checking a Requisition</i> topic.
	You have learned to:
	- check the budget for a requisition
	End of Procedure.

2.5 Managing Budget Exceptions

Sometimes the budget checking process produces an error or budget exception based on rules for a budget. You will see a budget status of "Error" when the transaction does not pass budget checking.

Budget exceptions you receive may include one of the following:

- Exceeds Control Budget The budget for the Chartfield information entered on the transaction has inadequate funds. Edit the Chartfield information or contact your budget analyst.
- *No Budget Exists* A charge was posted to a Chartfield combination where no budget exists. Edit the Chartfield information or contact your budget analyst.

You can view budget exceptions via a link on the requisition entry pages upon the completion of the budget checking process. You can also access a requisition that has failed budget checking from the **Manage Requisitions** page.

After completing this topic, you will be able to:

- access the Manage Requisitions page to search for requisitions with a budget status of "Error"
- view budget exceptions noted on a requisition



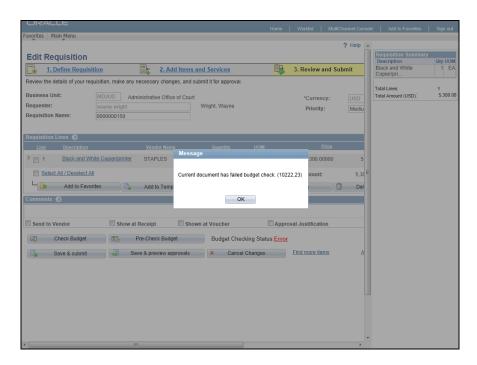
Procedure

In this topic, you will access a requisition that has failed budget checking. You will then view the budget exceptions to determine how to best resolve the error.

NOTE: Only authorized users can view budget exceptions.

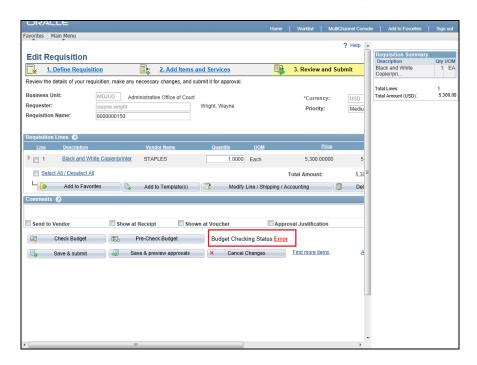
Step	Action
1.	Click the eProcurement link. DeProcurement
2.	Click the Manage Requisitions link. Manage Requisitions
3.	You do not have to do this now, however, you would normally highlight the existing value if the Date From field and press [Delete] to clear the field from containing data.
4.	Click the Budget Status list.
5.	Click the Error in Budget Check list item. Error in Budget Check
6.	Click the Search button. Search
7.	The requisition with a budget error that match your criteria is displayed.
8.	Identify the requisition you want to view and click the Go list. <select action=""> ▼</select>
9.	Click the Edit Requisition list item. Edit Requisition
10.	Click the Go button.





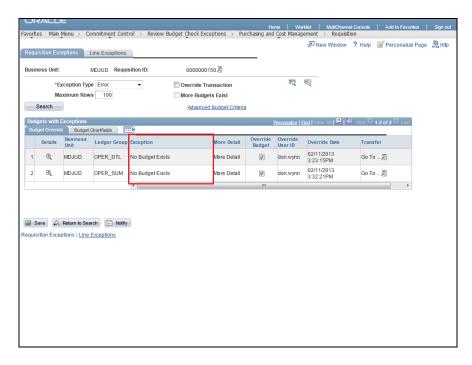
Step	Action
11.	The requisition with a budget error that match your criteria displays.
	NOTE: This message also displays after budget checking a requisition from the requisition pages and receiving an error.
	Click the OK button.



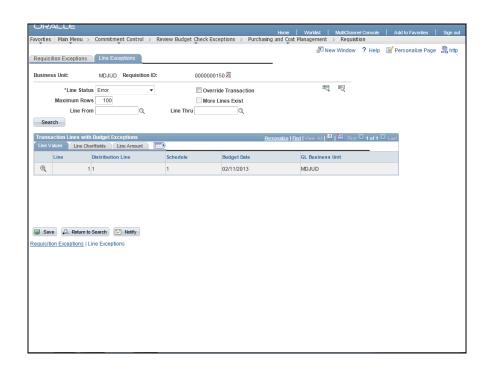


Step	Action
12.	The Edit Requisition page displays.
	An Error link displays next to the Budget Checking Status field at the bottom of the Edit Requisitions page.
	You can inquire on the requisition budget exception using the Error link.
	NOTE: You must have authority to view the Commitment Control Budget Exceptions page.
13.	Click the Error link. Error
14.	The Requisition Exceptions page displays.
	The Requisition ID for the requisition displays at the top of the page.



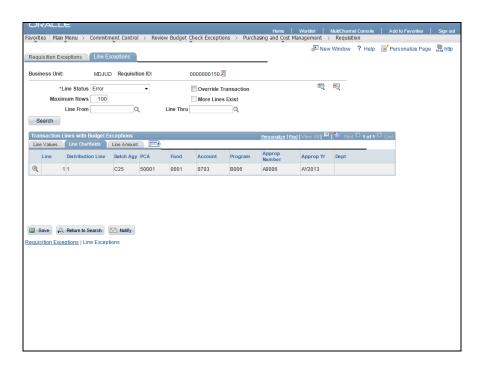


Step	Action
15.	In the Budgets with Exceptions section, the associated exception displays
16.	View the Chartfields in the lines of the requisition that contain a budget error.
	Click the Line Exceptions tab. Line Exceptions



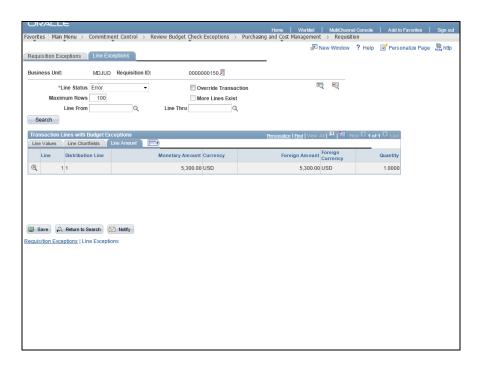


Step	Action
17.	The Line Exceptions page displays.
	One the Line Exceptions page, the Line Values tab shows each line / schedule / distribution combination of the requisition that contains budget errors. You can also view the budget date of the transaction.
18.	Now, look at the Chartfield information entered on each distribution line.
	Click the Line Chartfields tab. Line Chartfields

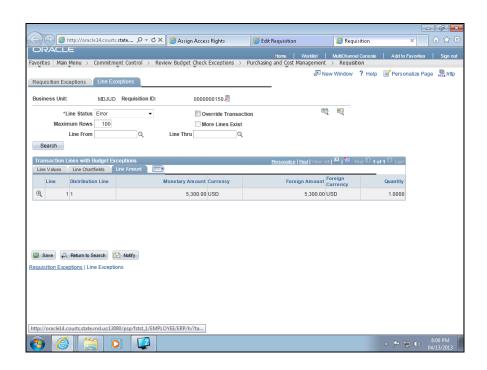


Step	Action
19.	The Line Chartfields tab displays.
	Review the Chartfield information on each distribution line. Determine if the appropriate Chartfield values were entered.
20.	You can also look at the amount charged to the budget listed.
	Click the Line Amount tab. Line Amount



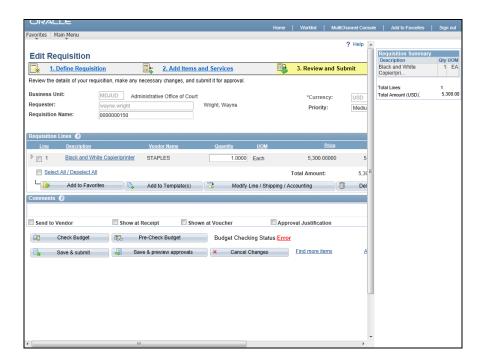


Step	Action
21.	The Line Amount tab displays.
	The Line Amount tab shows the amount entered on the distribution line. Review the amount for each distribution line.





Step	Action
22.	Click the Close button to close the budget exceptions window.
	×



Step	Action
23.	The Edit Requisition page displays.
	Determine whether the Chartfield information should be updated or if the budget analyst should be contacted.
	See the Editing a Requisition topic for more details.
24.	If the Chartfield information or amount(s) is updated, you must save and budget check the requisition again.
25.	You have successfully completed the Managing Budget Exceptions topic.
	You have learned how to: - search for and access requisitions with budget errors - access and view the budget exceptions for a requisition End of Procedure.

2.6 Verifying Funds Availability

You may need to investigate a budget error or view available funds for a specific budget. You can use the **Budget Detail** inquiry pages to view the details of a specific budget. **NOTE**: Only authorized users can view the **Budget Detail** inquiry page.



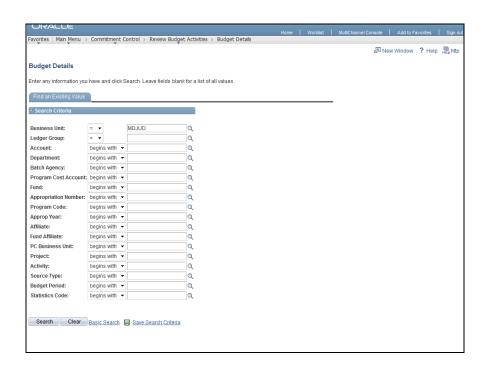
After completing this topic, you will be able to:

- search for a specific budget using the **Budget Details** search page
- view available funds for a specific account (sub-object class)

Procedure

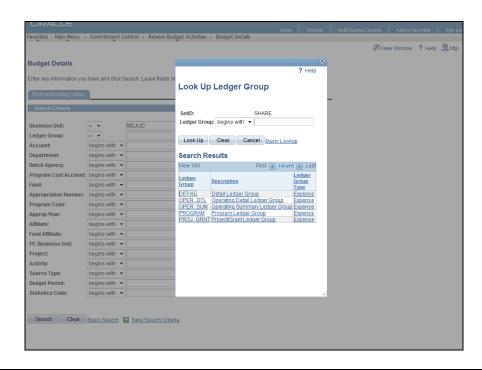
In this topic, you will learn how to use the **Budget Detail** inquiry pages to perform a funds availability check.

Step	Action
1.	Scroll down to the Commitment Control link.
2.	Click the Commitment Control link. Commitment Control
3.	Click the Review Budget Activities link. Review Budget Activities
4.	Click the Budget Details link. Budget Details



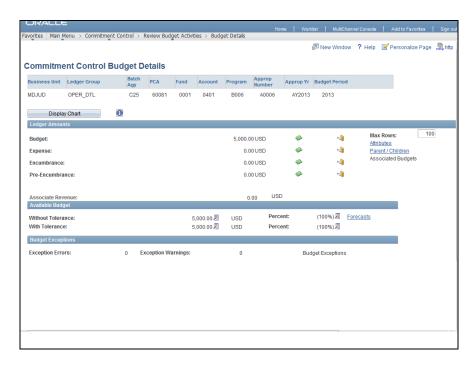


Step	Action
5.	The Budget Details - Find an Existing Value page displays.
	Use this page to enter criteria and search for the budget you want to view.
6.	Make sure that the Business Unit field has "MDJUD". If it does not, enter it in the field.
	Click the Look up Ledger Group button.



Step	Action
7.	The Look Up Ledger Group page displays.
	Use this page to search for the desired ledger group.
8.	Click the OPER_DTL link. OPER_DTL
9.	Enter the applicable Chartfields for the budget you want to view.
	For example, enter the Batch Agency, Account (sub-object), Program Cost Account, and Fund.
10.	Click the Search button.
	Search





Step	Action
11.	The Commitment Control Budget Details page displays for the budget specified.
	The available balance to spend displays in the Available Budget section at the bottom of the page.
12.	You have successfully completed the Verifying Funds Availability topic.
	You have learned to: - Use the Budget Details search page to find a budget - View the available funds for a budget End of Procedure.



Lesson 3: Creating Express Purchase Orders

Lesson Overview

An Express Purchase Order (Express PO) is used for local on-site procurements that are less than \$2,500. Express POs cannot be created for procurements of sensitive and hazardous items. These items must go through the requisition entry process and require a standard PO issued by AOC procurement.

Lesson Objectives

After completing this lesson, you will be able to use Purchasing to:

• Create an express purchase order

3.1 Creating an Express PO Against a Blanket Contract

An Express PO can be created through manual entry or it can be copied from a source document such as a Blanket Purchase Order Contract or Requisition.

The methods to handle and record activity against Blanket PO Contracts is governed by AOC Policy. The GEARS system provides several new tracking / recording options to users, but does not require the adoption of any of the options. Please refer to Appendix A for an explanation of Local Purchases that do not have to be processed through central purchasing, and purchases against Blanket Purchase Orders.

In this topic you will create an Express PO from a Blanket Purchase Order Contract.

After completing this topic, you will be able to:

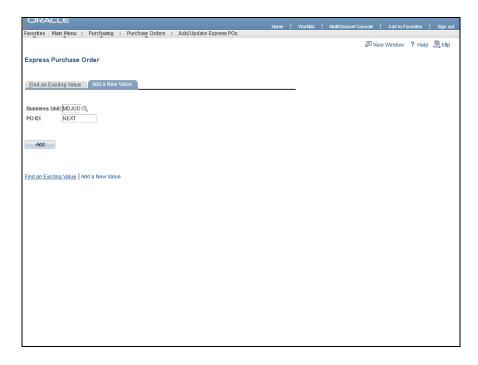
- · search for a contract
- · create an express purchase order for an item covered under a contract

Procedure

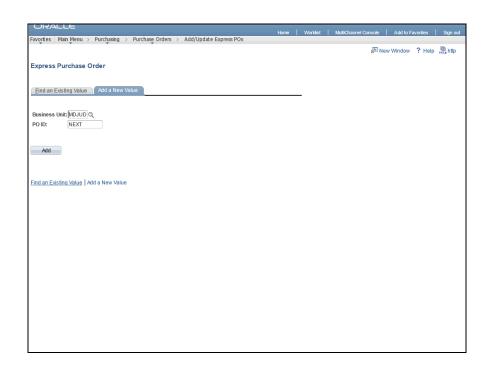
In this topic, you will learn how to create an express PO for an item on a contract against a Blanket Purchase Order Contract.

Step	Action
1.	Begin by navigating to the Express Purchase Order - Purchase Order page.
	Click the Purchasing link. □ Purchasing
2.	Click the Purchase Orders button.
3.	Click the Add/Update Express POs button.



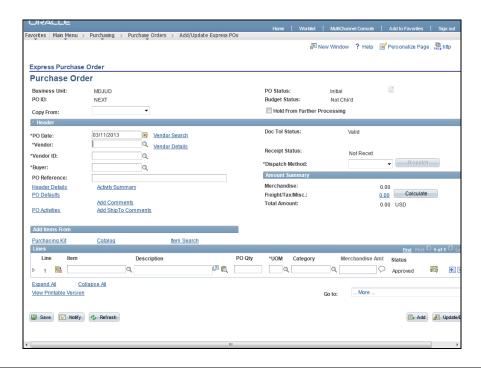


Step	Action
4.	The Add a New Value page displays.
	Use this page to create or assign a PO ID automatically.



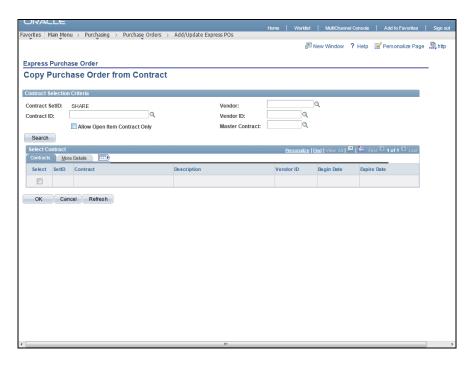


Step	Action
5.	Click the Add button.
6.	The Express Purchase Order - Purchase Order page displays.
	Use this page to enter criteria and define the specifics of the intended contract.



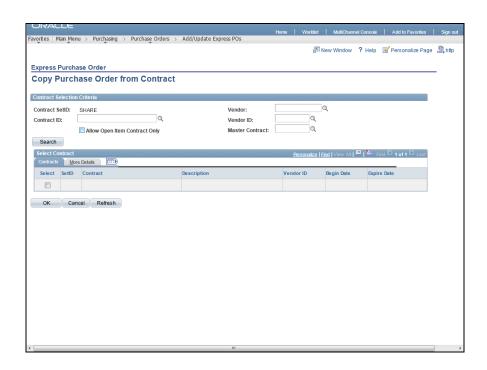
Step	Action
7.	Click the Copy From list.
8.	Select the Contract list item. Contract





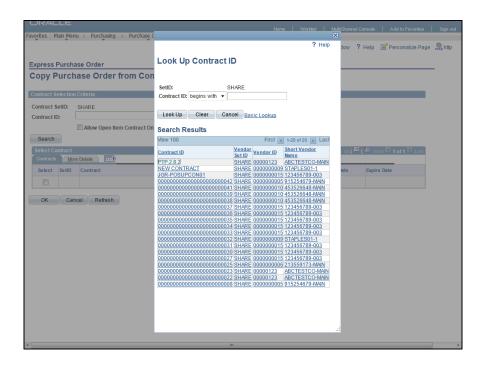
9. The Express Purchase Order - Copy Purchase Order from Contract page displays.

Use this page to enter criteria and search for a contract to create the purchase order.



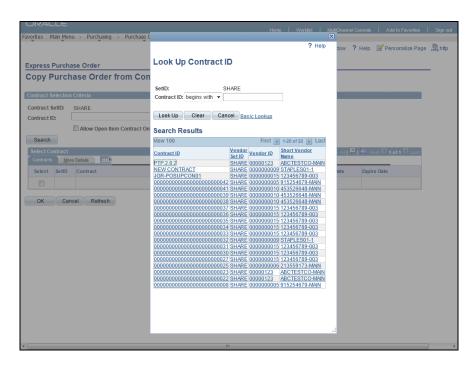


Step	Action
10.	Click the Contract ID Look-Up button.
	Q



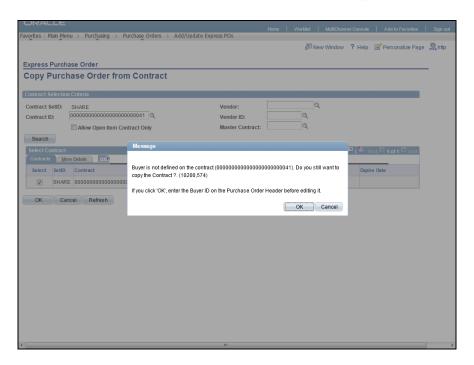
Step	Action
11.	The Look Up Contract ID page displays.
	Use this page to enter criteria and search for the contract ID to create the purchase order.





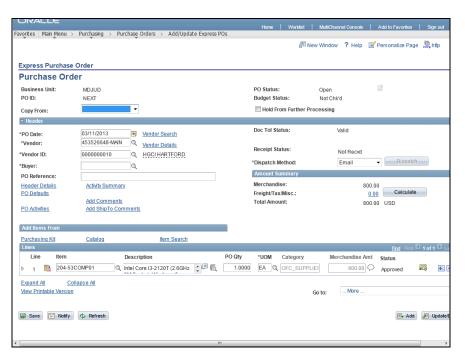
Step	Action
12.	Select the contract you wish to use as the basis for the new PO from the list of available Contracts. For this example, select 000000000000000000001 contract ID.
13.	Clicking on the Search button will cause the system to display all the items that are covered under the contract. Click the Search button. Search
14.	Once the system displays all the eligible items that are on the contract, you use the check box to select items to include on the new PO. Click the Select option.
15.	Click the OK button.





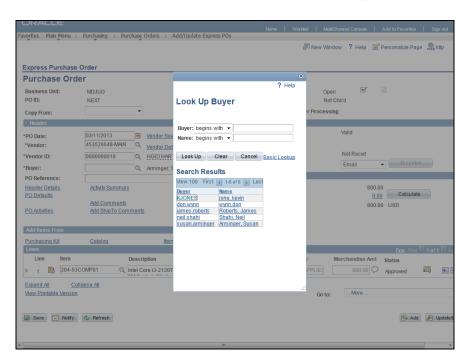
Step	Action
16.	If a Buyer is not defined by the contract, you will get this message. If you do not get this message, it means that the contract specifies the Buyer who will be associated with the PO. Click the OK button.





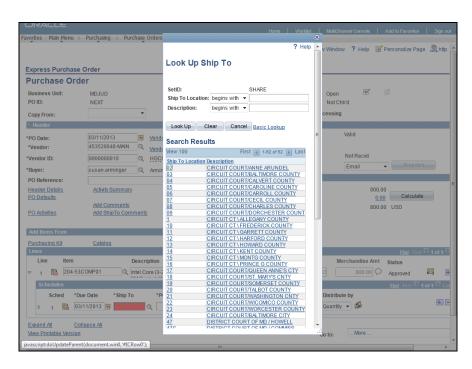
Step	Action
17.	The Express Purchase Order - Purchase Order page displays.
	Since the Buyer was not assigned by the Contract, on this particular Contract, you have to assign the Buyer here. The Buyer will be the field PO user for your organization.
	Click the Buyer Look Up button.



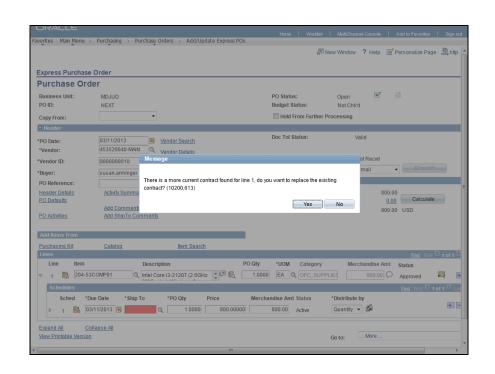


Step	Action
18.	The Look Up Buyer window displays.
	Click the susan.arminger link. susan.arminger
19.	Click the Expand Schedule Section button.
20.	Click the Look up Ship To (Alt+5) button.





Step	Action
21.	The Look Up Ship To page displays.
	Use this page to enter criteria and search for the shipping location.
22.	Click the 02 link.
	02





Step	Action
23.	Click the No button.
24.	Click the Collapse Schedule Section button.
25.	The contract item may have the basic minimum for a selected line item. To ensure you receive the desired quantity and item, you can adjust the PO Quantity and make other changes like you would on any PO. Once you have made all of the necessary adjustments, then you are ready to save the PO. Click the Save button.
26.	The system will assign a PO number to the new PO and it will be ready to enter the PO approval process.
27.	You have successfully completed the <i>Creating an Express PO Against a Blanket Contract</i> topic. You have learned to: - automatically assign a PO ID - search for a contract - create an express PO using an item from the contract End of Procedure.



Lesson 4: Inquiring on Requisition Information

Lesson Overview

In this lesson, you will review how to inquire on requisition information using the **Manage Requisitions** page.

Lesson Objectives

After completing this lesson, you will be able to:

- View requisition information in GEARS
- Cross reference transactions associated with a requisition

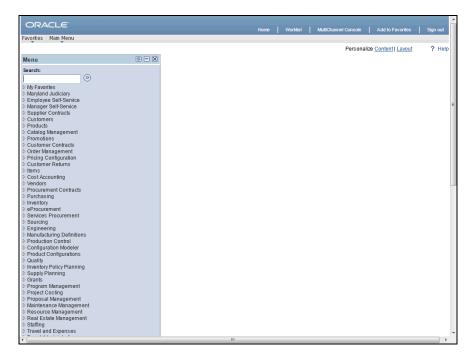
4.1 Reviewing Requisition Information

After completing this topic, you will be able to:

- Use search criteria to find an existing requisition
- View requisition information using the Requisition Inquiry page

Procedure

In this topic, you will learn how to search for a requisition and review the associated information.





Step	Action
1.	Begin by navigating to the Requisitions page.
	Click the Purchasing link. Description:
2.	Click the Requisitions link. Requisitions
3.	Click the Review Requisition Information link. Review Requisition Information
4.	Click the Requisitions link. Requisitions
5.	The Requisition Inquiry page displays. Various fields are available in which to conduct a search for a requisition.
	You can search by requisition name, by date, vendor, description, and by the ID. In fact, you can search by entering values in as many boxes as you like. The more specific the search criteria you enter, the smaller the result set will be.
	This page is used to enter the criteria needed to execute the search.
6.	For this example the criteria will be the Requisition ID .
	Click the Look up Requisition ID (Alt+5) button.
7.	The Look Up Requisition ID page displays.
	Use this page to enter criteria and perform the search for a Requisition ID .
8.	If you know the Requisition ID enter it in the Requisition ID field. For this example, we will select from the already visible search results. Click the 0000000170 link. 0000000170
9.	Click the OK button.
10.	The Requisitions page displays. The Details and the Status of the requisition can now be viewed. Take a moment to glance over the information on the Details tab. It provides basic information about the name of the requisition, who entered the request, the request date, and its current status.
11.	Click the 000000170 link.
12.	The Line Details of the requisition displays. It provides the quantity, amount for each line item, line item details, and the schedule details for the line item.



Step	Action
13.	To view the schedule information, click the Schedule Details button.
14.	The location of where the item will ship to and the date it is due to arrive at the location can be viewed here. To view how the funds are distributed to pay for the line item, click the Distribution Details button.
15.	There is only one accounting line to pay for this request. Notice that there are three other tabs regarding the Distribution Information that can be viewed. To view the information on those tabs, continue on and view the information.
16.	Click the More object.
17.	Click the Asset Information object. Asset Information
18.	Click the Budget Information object. Budget Information
19.	When you are done viewing all the details of the Distribution Information , click the Return button.
20.	Click the Return button again to return to the Line Details page. Return
21.	Comments are sometimes entered with the line item. To confirm if comments were entered for a specific line item, click the Line Comments button.
22.	The Line Comments page displays. You can enter comments OR attach a document that has detailed comments about the line item. To attach a document, you would only need to click the Attach button and find the document to attach.
23.	Click the OK button to return to the Line Details page.
24.	Click the Return button to return to the Requisitions page.
25.	To view the status information related to the requisition click the Status object.
26.	Review the information displayed. When done, scroll to the right and click the Approval Status button.



Step	Action
27.	Review the approvals that have been given on the requisition and the dates the approvals were given.
	After reviewing the information, click the OK button.
28.	You have successfully completed the Reviewing Requisition Information (Manage Requisitions Page) topic.
	You have learned to: - search for a requisition - review the information associated to the requisition End of Procedure.



Lesson 5: Understanding Receipts

Receipts are required in GEARS if a standard purchase order (PO) has been issued for the goods or services that your court or office has purchased. Standard POs are issued by the AOC Procurement Office when the total purchase amount is \$2,500 and above.

Vendors may ship less than the quantity that was ordered on the PO in a single shipment and may make several shipments to satisfy a single PO line. For that reason, GEARS will allow a receipt to be entered for a reduced quantity.

The GEARS system can be configured to allow an over-receipt by a specified percentage. The Judiciary will allow an over shipment but the exact percentage has not been decided. The system will allow several receipts to be entered for items on a single line on a PO but the total quantity received cannot exceed the original order quantity on the line. **NOTE:** Due to processing overages for some items ordered by the Judiciary, any quantity delivered can be received.

Receipt Types

Receipts are used to track the receipt of goods and services. For goods, receipts confirm the appropriate ordered quantity and type are correct and intact. For services, receipts confirm the services were completed successfully. There are two types of receipts:

- 1. **Non-PO Receipt:** Not associated with a standard purchase order and include purchases less than \$2,500. An Express PO may have been created for purchases below \$2,500.
- 2. **PO Receipts:** The most common type of receipts. The total purchase amount on the associated standard purchase order is \$2,500 and above.

NOTE: Many purchases below \$2,500 may not have a standard purchase order, because standard purchase orders are not required for purchases below \$2,500.

Receiving Quantity vs Amount Purchase Order Lines

Within the two types of receipts, are goods or services which constitute the line items. There are two types of purchase order line items for which you can create a receipt: quantity and amount-only.

Quantity

Quantity line items are the most common and are typically for goods. The **Receiving Analyst** accepts a quantity of the received order out of the original ordered quantity or the full order quantity. For example, 10 boxes of pencils out of an original ordered 10 boxes. A partial receipt can also be created where the received quantity is less than the original ordered quantity.

Amount-Only

Amount-only line items are usually for services, but amount-only lines may also be used for goods. The **Receiving Analyst** enters a dollar amount out of the total ordered dollar amount from the purchase order or the full dollar amount. For example, an amount-only receipt for a service may indicate completion of one phase of an entire job. The partial receipt has an amount-only line receiving a portion of the total dollar amount, of which the portion is used to pay for the one phase of the job.



5.1 Understanding Receipt Statuses

The **Receipt Status** identifies where the receipt is in its lifecycle. The receipt status is found in the receipt header and on receipt lines. Every receipt has one of the following statuses:

- Open: One or more receipt lines are in an open status.
- Fully Received: All lines are received.
- Hold: The receipt was placed on hold and will be on hold until released by the receiver
 or other authorized user. NOTE: Vouchers (invoices) cannot be processed against
 receipt lines that are on hold.
- **Moved:** Indicates that the applicable asset information on the receipt has been successfully sent to the Asset Management System (Magic).
- **Closed:** All receipt lines have been moved and/or matched (when required) and no further processing is required.
- Canceled: All lines are canceled. Canceling cannot be reversed.



Lesson 6: Entering Receipts

Lesson Overview

This lesson covers the steps that are necessary to enter receipts.

Lesson Objectives

After completing this lesson, you will be able to:

- Receive an order
- Create a partial receipt

6.1 Receiving a Complete Order

The goods or services purchased by the Judiciary must be documented. If the goods or services purchased were all delivered at once, it must be documented in full even when the delivered product is broken. The associated purchase order can be retrieved and a receipt created by location. You are also allowed to place a comment regarding the product's delivery, if necessary. Comments can also be used to record the condition of the goods that were received.

When searching for a purchase order line to receive against, you must enter criteria to find the purchase order. Typically, you should have a packing slip with the goods being received. If you do, that document should have the purchase order number on it. Entering that number should be the most direct way to retrieve the purchase order line you are receiving. You can also use other search options to find the right PO to receive against, like searching by date created, for example.

Other search fields such as the Ship To location and Date Range of the information related to the due date entered on the purchase order can also be used in your search.

After completing this topic, you will be able to:

- Create a PO Receipt
- Receive the full quantity for a purchase order

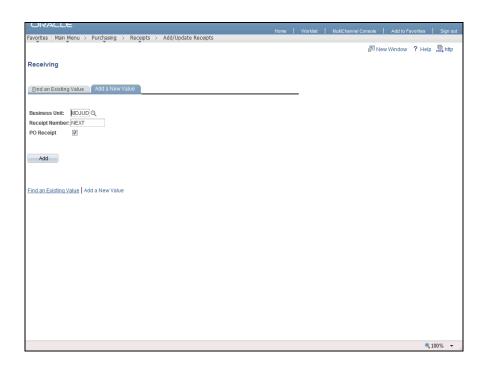
Procedure

In this topic, you will learn how to receive the full quantity for a purchase order including all purchase order lines.

Step	Action
1.	Begin by navigating to the Receiving - Add a New Value page.
	Click the Purchasing link. ▶ Purchasing
2.	Click the Receipts link. Receipts

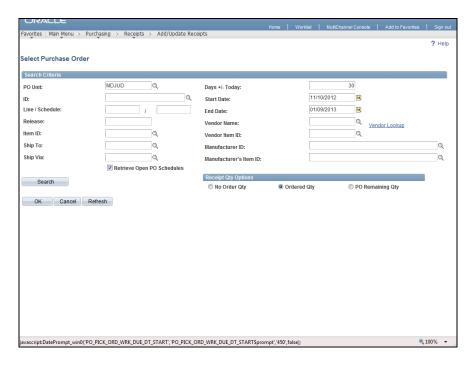


Step	Action
3.	Click the Add/Update Receipts link.
	Add/Update Receipts



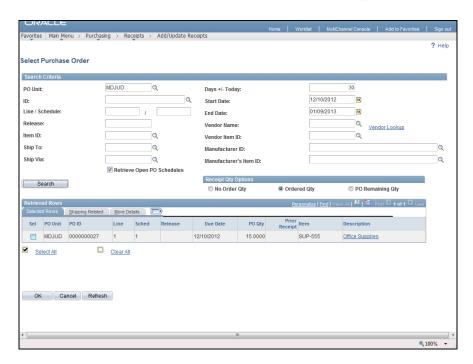
Step	Action
4.	The Add a New Value page displays.
	Use this page to create a new receipt.
5.	Verify that the Business Unit field displays "MDJUD" and the Receipt Number field displays "NEXT". NOTE: The Receipt Number field should always display "NEXT" to allow the system to generate the receipt number. The system generates the next sequential
	receipt number when the receipt is saved.
6.	Verify that the PO Receipt check box is selected when creating a PO Receipt.
	NOTE: This box should be unchecked when creating a non-PO receipt.
7.	Click the Add button.





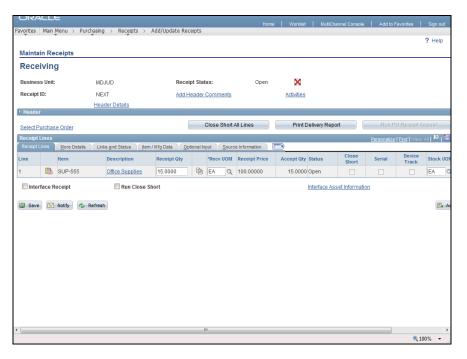
Step	Action
8.	The Select Purchase Order page displays.
	Use this page to search for the purchase order and receive in the goods and/or services.
9.	You can provide as much or as little selection criteria as you want. Supplying more specific search criteria will reduce the number of rows returned by the search.
	Supplying less specific selection criteria will increase the number of rows returned. If you don't retrieve the purchase order you are trying to receive against, widen the search by supplying less specific search criteria.
10.	Use the default date in the End Date field.
11.	Click the Search button. Search





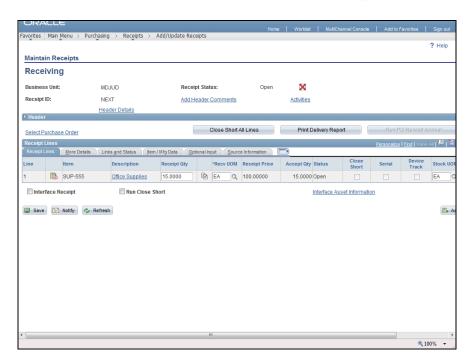
Step	Action
12.	Purchase order lines matching your selection criteria display in the Retrieved Rows section below.
13.	The PO Qty column displays the original quantity/amount of the purchase order line. If applicable, the Prior Receipt column displays the quantity received previously.
14.	Click the check box for all purchase order lines for the purchase order.
15.	Click the OK button.



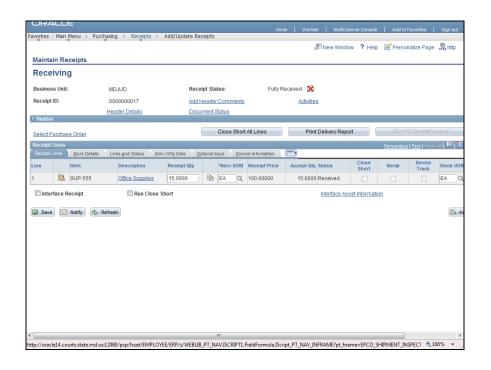


Step	Action
16.	The Maintain Receipts - Receiving page displays.
	Use this page to enter a receipt of the goods and/or services. If the receipt is for a tangible good, you will need to enter a quantity and unit of measure. If the receipt is for an intangible good, you will need to enter an amount in USD.
17.	The Receipt Quantity field for the purchase order line(s) displays the amount to be received.
	Verify the quantity.





Step	Action
18.	Click the Save button.





Step	Action
19.	A new Receipt ID is generated upon a successful save.
20.	The Receipt Status changes to "Fully Received" after the receipt is saved. Additionally, the Status of the purchase order line(s) displays received.
21.	You have successfully completed the <i>Receiving a Complete Order</i> topic. You have learned how to: - Create a PO Receipt - Receive the full quantity for a purchase order End of Procedure.

6.2 Entering a Partial PO Receipt

Sometimes goods and services delivered for the PO are not provided completely. In instances where there is only a partial delivery of the goods and services, the Judiciary must document and issue a partial receipt. Once a partial receipt is posted, the GEARS system reduces the balance due on that PO line.

GEARS allows you to create a partial purchase order receipt when the received quantity or amount is less than the ordered quantity or amount.

After completing this topic, you will be able to:

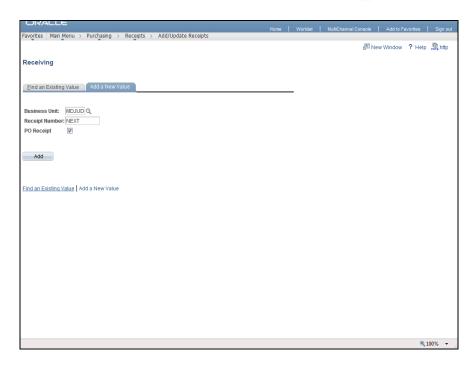
• Enter a partial receipt for a PO

Procedure

In this topic, you will learn how to enter a partial PO receipt.

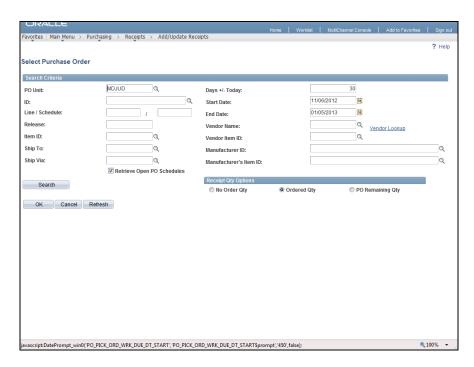
Step	Action
1.	Begin by navigating to the Receiving - Add a New Value page.
	Click the Purchasing menu link. ▶ Purchasing
2.	Click the Receipts link. Receipts
3.	Click the Add/Update Receipts link. Add/Update Receipts





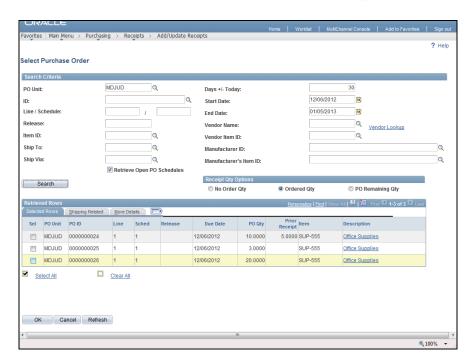
Step	Action
4.	The Receiving - Add a New Value page displays.
	Use this page to create a new receipt.
5.	Verify that the Business Unit field displays "MDJUD" and the Receipt Number field displays "NEXT".
	NOTE: The Receipt Number field should always display "NEXT" to allow the system to generate the receipt number. The system generates the next sequential receipt number when the receipt is saved.
6.	Verify that the PO Receipt check box is selected when creating a PO Receipt. If this check box is not selected, GEARS will not allow you to associate this receipt with a PO.
7.	Click the Add button.





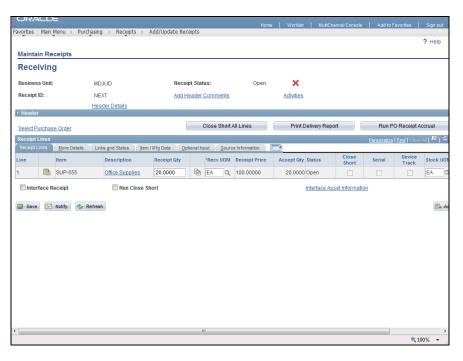
Step	Action
8.	The Select Purchase Order page displays.
	Enter criteria and search for purchase order lines. Enter the PO ID, if known.
9.	Click the PO Remaining Qty option. PO Remaining Qty
10.	Click the Search button. Search
11.	Purchase order lines matching your selection criteria display in the Retrieved Rows section below.
12.	The PO Qty column displays the original quantity/amount of the purchase order line.
	The Prior Receipt column displays the quantity received previously.





Step	Action
13.	Click the check box for all purchase order lines for the purchase order. If you need to select all of the PO's listed, you can click the Select All link below.
14.	Click the OK button.





Step	Action
15.	The Maintain Receipts - Receiving page displays.
	Use this page to enter receipt information.
16.	Update the quantity/ amount for the receipt line(s) accordingly.
	Enter the partial quantity received into the Receipt Qty field.
17.	Click the Save button.
18.	After saving the receipt successfully, the Receipt ID is generated.
	The Receipt Status is updated from "Open" to "Fully Received".
	NOTE: The Receipt Status refers to the status of the receipt just entered. This does not indicate that purchase order line(s) is fully received.
19.	Note that the Accepted Quantity has updated based on the amount entered in the Receipt Quantity field.
20.	You have successfully completed the Entering a Partial PO Receipt topic.
	You have learned to: - Enter a partial receipt for a PO End of Procedure.



Lesson 7: Managing Receipts

Lesson Overview

This lesson covers the steps necessary to manage receipts.

Lesson Objectives

After completing this lesson, you will be able to:

- Adjust the status of a receipt
- Update a receipt
- Cancel a receipt

7.1 Putting a PO Receipt on Hold

It may be necessary to make changes to a purchase order or delay invoicing against a purchase order that has been received. In these circumstances, you can enter the PO Receipt and place it in a hold status. The receipt is entered into the system as you would enter any other receipt, but it is given a "hold" status until the discrepancy is resolved.

NOTE: The "hold" status must be removed before an invoice can be created in the system.

After completing this topic, you will be able to:

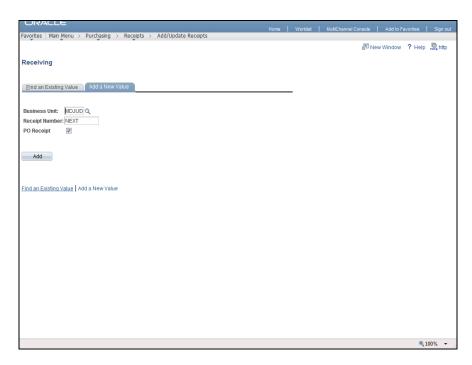
• Update the status of a receipt to "Hold"

Procedure

In this topic, you will enter a PO Receipt and put it on hold.

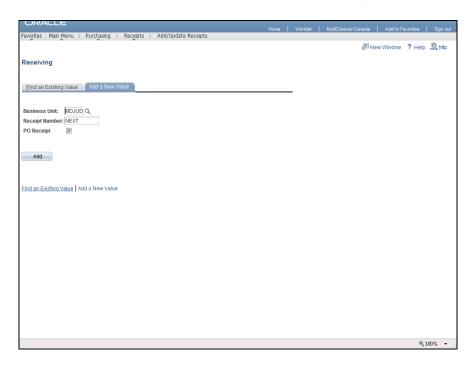
Step	Action
1.	Begin by navigating to the Receipt - Add a New Value page.
	Click the Purchasing link. ▷ Purchasing
2.	Click the Receipts link. Receipts
3.	Click the Add/Update Receipts link. Add/Update Receipts





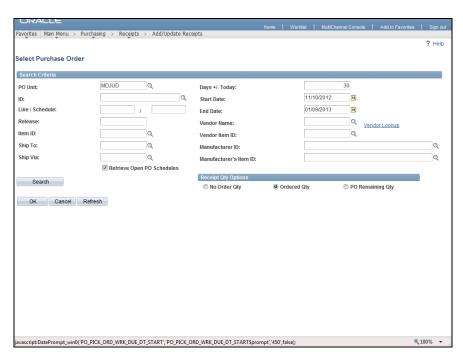
Step	Action
4.	The Receiving - Add a New Value page displays.
	Verify that the following: - the Business Uni t field displays "MDJUD" - the Receipt Number field displays "NEXT" - the PO Receipt checkbox is selected





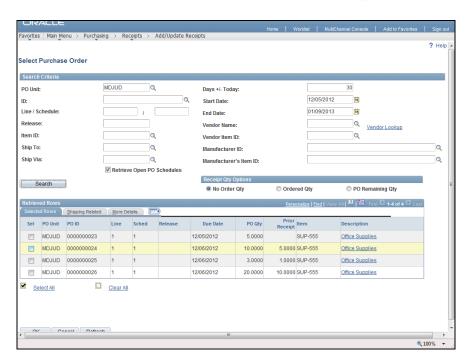
Step	Action
5.	Click the Add button.
6.	The Select Purchase Order page displays.
	Use this page to enter criteria and search for a purchase order you want to receive against.
	You can provide as much or as little selection criteria as you want. Supplying more specific search criteria will reduce the number of rows returned by the search.
	Supplying less specific selection criteria will increase the number of rows returned. If you don't retrieve the purchase order you are trying to receive against, widen the search by supplying less specific search criteria.



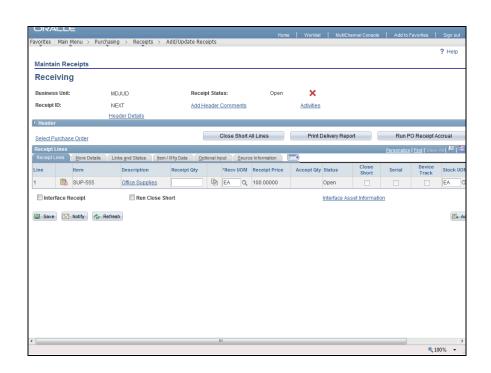


Step	Action
7.	
8.	In the Receipt Qty Option section, the following options determine the receipt quantity that displays on receipt lines that you update:
	- No Order Qty (no order quantity): requires the receiver to enter the actual number/count of goods received
	- Ordered Qty (ordered quantity): makes the received quantity the purchase order quantity
	- PO Remaining Qty (purchase order remaining quantity): replaces the received quantity with the quantity that has not yet been received.
9.	Click the No Order Qty option.
	NOTE: Selecting this option requires the receiver to enter the actual number/count of goods received. No Order Qty
10.	Click the Search button. Search
11.	Purchase order lines matching your selection criteria display in the Retrieved Rows section below.



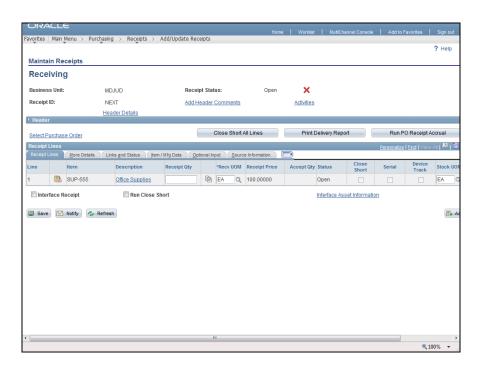


Step	Action
12.	Click the check box for all purchase order lines for the purchase order.
13.	Click the OK button.



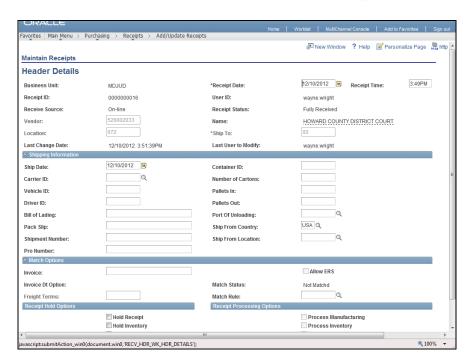


Step	Action
14.	The Maintain Receipts - Receiving page displays.
	Use this page to enter the quantity of goods received.



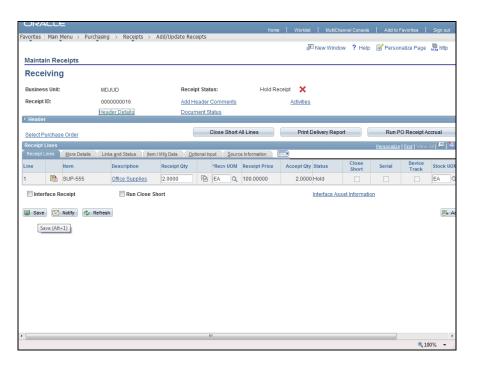
Step	Action
15.	Enter the quantity/amount received into the Receipt Qty/Amt field.
16.	Click the Save button.
17.	The Receipt ID is generated and the Receipt Status is updated to "Fully Received".
18.	Click the Header Details link. Header Details



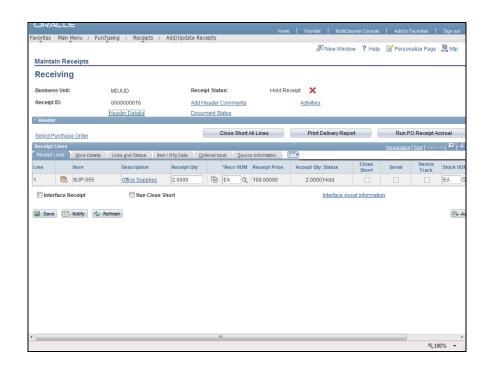


Step	Action
19.	The Maintain Receipts - Header Details page displays.
	Use this page to update the receipt hold status. You can also enter shipping details from the packing slip and other processing options, as needed.
20.	In the Hold Receipt Options section, click the Hold Receipt option to select it. Hold Receipt
21.	Click the OK button.





Step	Action
22.	The Maintain Receipts - Receiving page displays.
	The Receipt Status now displays "'Hold Receipt".





Step	Action
23.	Click the Save button.
24.	When you are ready to remove the hold status, return to the Header Details for the receipt and deselect the "Hold Receipt" option. The system will never automatically release the 'Hold'. Someone with the appropriate level of authority must deselect the checkbox.
25.	You have successfully completed the <i>Putting a PO Receipt on Hold</i> topic. You have learned to: - put a PO receipt on hold End of Procedure.

7.2 Updating a Receipt

When it's necessary to make changes, reverse or update a line to a purchase order receipt, search for the purchase order and make the necessary changes.

After completing this topic, you will be able to:

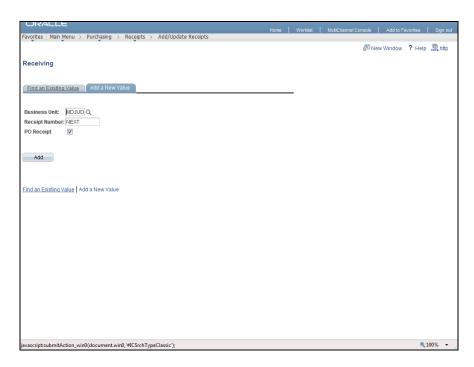
· Update a purchase order receipt quantity/amount

Procedure

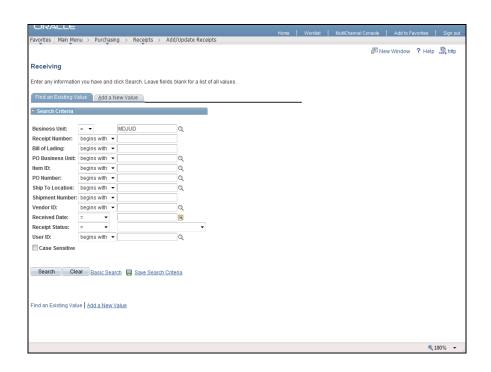
In this topic, you will learn how to update a receipt by updating a specific amount of the purchase order quantity. GEARS will review the status of the receipt/accept line to determine if a change is allowed.

Step	Action
1.	Begin by navigating to the Receiving search page.
	Click the Purchasing menu link. ▶ Purchasing
2.	Click the Receipts link. Receipts
3.	Click the Add/Update Receipts link. Add/Update Receipts



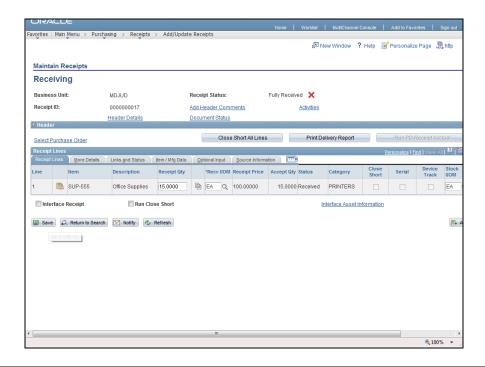


Step	Action
4.	The Add a New Value page displays.
	To search for the receipt you want to update, click the Find an Existing Value tab. Find an Existing Value





Step	Action
5.	The Receiving search page displays.
	Enter values in one or more search field to narrow the receipts that are retrieved for your search.
	Entering the receipt number is the most direct search method. You can also enter the PO number, vendor, received date, receipt status, etc to narrow your search.
6.	Click the Search button. Search



Step	Action
7.	The Maintain Receipts - Receiving page displays.
	Increase/decrease the receipt quantity/amount for the applicable receipt line(s).
8.	Click the Save button.
9.	The purchase order receipt accepted quantity has been updated.
	Notice that value in the Accept Qty/Amt field updated to the quantity/amount entered in the Receipt Qty/Amt field.



Step	Action
10.	You have successfully completed the <i>Updating a Receipt</i> topic.
	You have learned to: - Search for a receipt - Update a purchase order receipt quantity/amount End of Procedure.

7.3 Canceling a Receipt

There are times when the Judiciary must cancel a purchase order receipt. This is most likely to occur when an item has been received in error. The GEARS system has safeguards in place that are designed to prevent the most common receiving errors. In spite of the safeguards, it is possible for the person entering a receipt to inadvertently receive against the wrong purchase order line. When that happens, the erroneous receipt is cancelled and the new and correct receipt is entered.

NOTE: When a PO receipt is canceled, all quantities/amounts received become available for receiving on the associated purchase order. Canceling receipts cannot be reversed.

After completing this topic, you will be able to:

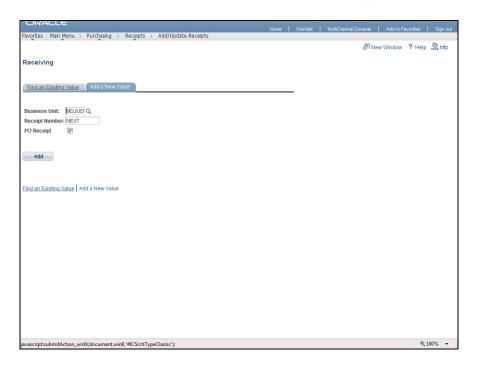
• Cancel a receipt

Procedure

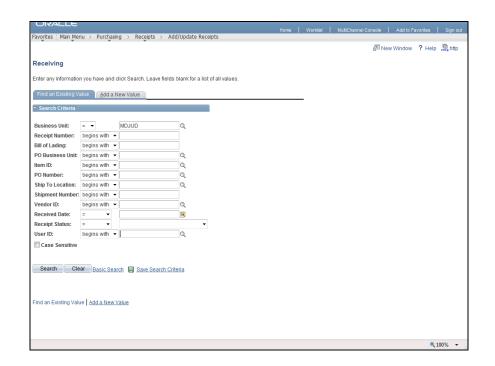
In this topic, you will learn how to cancel a receipt.

Step	Action
11.	Begin by navigating to the Maintain Receipts - Receiving page.
	Click the Purchasing link. Description:
12.	Click the Receipts link. Receipts
13.	Click the Add/Update Receipts link. Add/Update Receipts



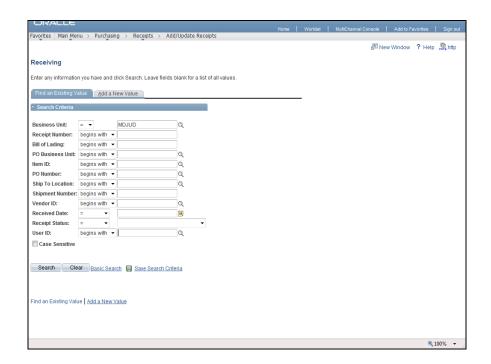


Step	Action
14.	The Add a New Value page displays.
	To search for the receipt you want to cancel, click the Find an Existing Value tab. Find an Existing Value



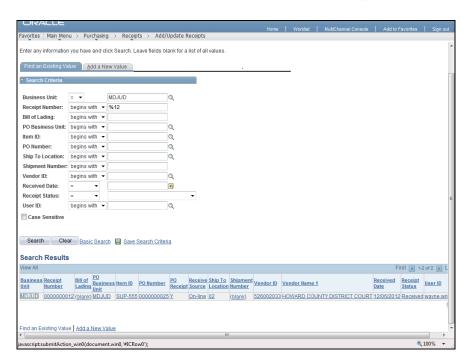


Step	Action
15.	The Receiving search page displays.
	Enter values in one or more search field to narrow the receipts that are retrieved for your search.
	Entering the receipt number is the most direct search method. You can also enter the PO number, vendor, received date, receipt status, etc. to narrow your search.



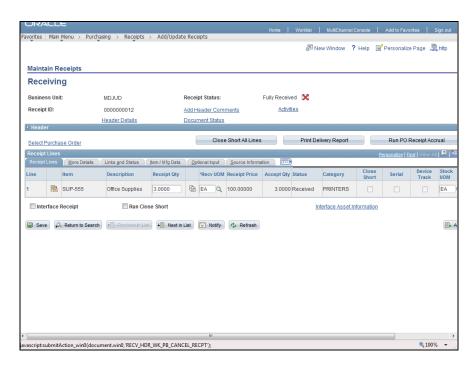
Step	Action
16.	
17.	Click the Search button. Search





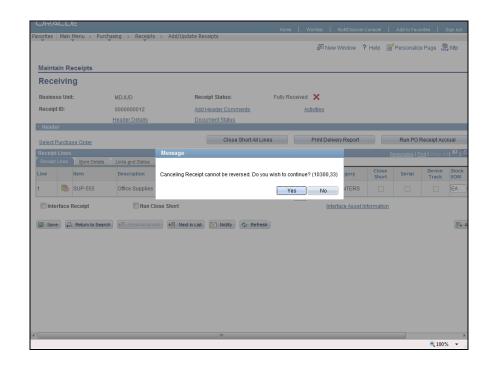
Step	Action
18.	The purchase order(s) that matches your criteria displays in the search results grid.
19.	Click the receipt link.
20.	The Maintain Receipts - Receiving page displays. Use this page to cancel the receipt.





Step Action

21. Click the Cancel Receipt button. Doing this will cancel the entire receipt. If you wish to cancel a specific line or lines within the receipt, you can click the Cancel button in the desired lines.





Step	Action
22.	A confirmation message displays.
	Click the Yes button to confirm the action.
23.	The Receipt Status updates to "Canceled".
	The receipt Line Status updates to "Canceled" for all receipt lines.
24.	When a PO receipt is canceled, all quantities/amounts on the receipt become available for receiving on the associated purchase order.
25.	You have successfully completed the Canceling a Receipt topic.
	You have learned to: - Search for a receipt - Cancel a PO receipt End of Procedure.



Lesson 8: Reviewing Receipt Information

Lesson Overview

This lesson covers the steps necessary to review receipt information.

Lesson Objectives

After completing this lesson, you will be able to:

- Review receipt information by location
- View receipt document status

8.1 Reviewing Receipt Information (By Location)

The Judiciary may review receipt information at any time. There are several ways to search and then review the receipt information. For example, you can search by **User ID**, **Business Unit**, or **Location**.

After completing this topic, you will be able to:

- Search for a purchase order receipt
- Review the receipt information

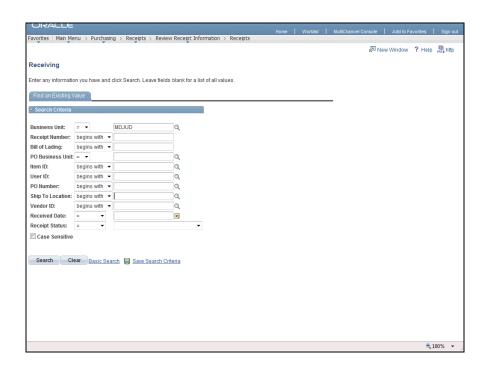
Procedure

In this topic, you will learn how to search by location for a purchase order receipt and review the information.

Step	Action
1.	Begin by navigating to the Maintain Receipts - Receiving page.
	Click the Purchasing link. Description: Purchasing link.
2.	Click the Receipts link. Receipts
3.	Click the Review Receipt Information link. Review Receipt Information
4.	Click the Receipts link. Review Receipt Information
5.	The Receiving search page displays.
	To search for the receipt you want to review, click the Find an Existing Value tab. Find an Existing Value

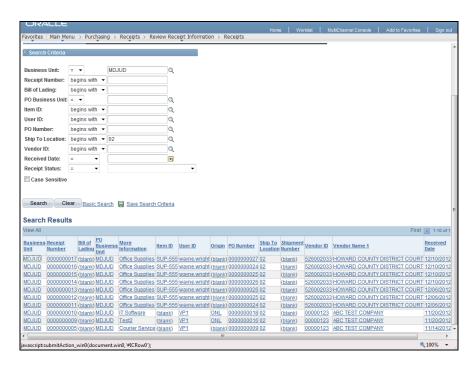


Step	Action
6.	The Find an Existing Value tab displays.
	Enter values in one or more search field to narrow the receipts that are retrieved for your search.
	Entering the receipt number is the most direct search method. You can also enter the PO number, vendor, received date, receipt status, ship to location, etc. to narrow your search.

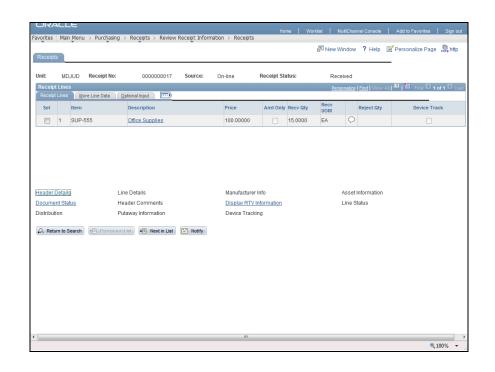


Step	Action
7.	For this example, enter "02" into the Ship To Location field.
8.	Click the Search button. Search





Step	Action
9.	The search results display.
	Click the receipt link.





Step	Action
10.	The Receipts inquiry page displays with the information for the selected receipt.
	Review the receipt information.
11.	You have successfully completed the <i>Reviewing the Receipt Information</i> topic.
	You have learned to:
	- Search for a purchase order receipt by location
	- Review the information from the selected search result
	End of Procedure.

8.2 Viewing Receipt Document Status

In GEARS, you may quickly cross reference transactions or online documents related to a receipt using the receipt number or other transactional information as a reference. For example, you may want to see the voucher (invoice information) that was created after the receiving report was created in GEARS. Use the **Document Status** inquiry pages for a receipt to view related documents / transactions.

Documents that can be associated with a receipt include:

- Contracts
- Purchase Orders
- Vouchers
- Requisitions
- Payments

The **Receipt Document Status** page also links to the basic inquiry, **Receipt Inquiry** pages, which provide more detailed receipt information.

NOTE: Depending on your security in GEARS, you may or may not be able to link to all associated documents.

After completing this topic, you will be able to:

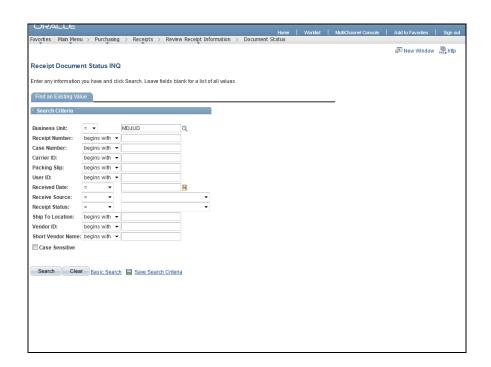
- Cross reference transactions for a requisition
- View details of a related transaction

Procedure

In this topic, you will review the transactions associated with a receipt. You will also learn how to access the related transaction inquiry pages to view details of the transaction.



Step	Action
1.	Begin by navigating to the Receipt Document Status page.
	Click the Purchasing menu. Purchasing
2.	Click the Receipts menu.
3.	Click the Review Receipt Information menu. Review Receipt Information
4.	Click the Document Status menu. Document Status



Step	Action
5.	The Receipt Document Status search page displays.
	Verify that "MDJUD" displays in the Business Unit field.
6.	You can narrow your search results by using any of the search fields. Some common search fields include: - Receipt Number - User ID - Received Date - Receipt Status - Short Vendor Name (Vendor SSN or TIN) - Vendor ID



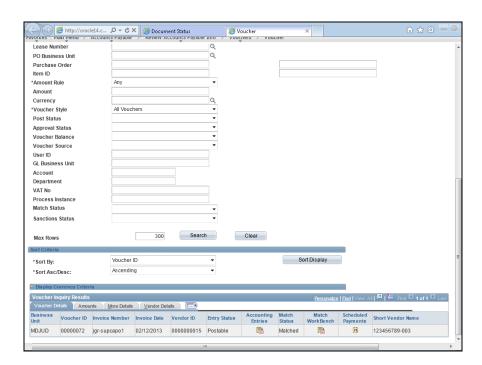
Step	Action
7.	Enter search criteria into one or more fields. Enter the receipt number, if known.
8.	Click the Search button. Search



Step	Action
9.	The Receipt Document Status page displays.
	NOTE: If one specific receipt is entered from the search criteria, the system automatically directs you to the Receipt Document Status page.
	At the top of the page, view the receipt's status, the date the receipt was created, the vendor, and total receipt amount.
10.	NOTE: You can view the Receipt Inquiry pages by using the link next to the Receipt Number field at the top of the page.
11.	In the Associated Document section, view all online documents that reference the receipt on the Documents tab.
	Documents that can be associated with a receipt include contracts, requisitions, purchase orders, vouchers, and payments.
	Summary information for the documents listed is shown, including the document ID, status, document date, vendor ID, and (judiciary transaction owner) location.

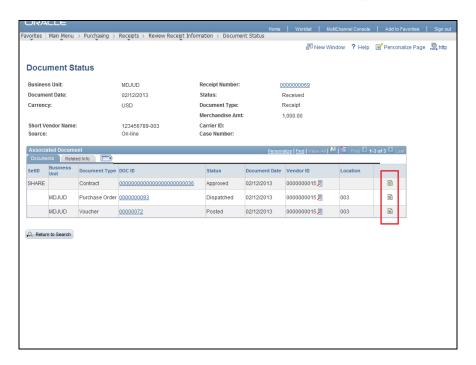


Step	Action
12.	View any document by clicking on the DOC ID link in the Associated Document section.
	NOTE: You must have inquiry access within the GEARS module to view inquiry pages.
	Click the document link.
13.	The inquiry page displays.
	Review the transaction details.



Step	Action
14.	After you have finished reviewing transaction details, click the Close button to exit the inquiry page.



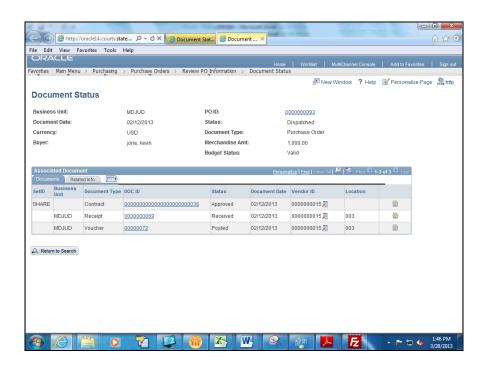


Step	Action
15.	The Document Status page for the receipt displays.
	To view the Document Status of the documents in the Associated document section, click the Document Status button at the end of the corresponding row.





Step	Action
16.	Click the Go To Document Status Inquiry button.
17.	The Document Status page for the selected transaction displays in a new browser window. Review the associated documents.



Step	Action
18.	Click the Close button to exit the inquiry page.
19.	The Document Status page displays for the receipt. Use the Return to Search button to search for another receipt to review.
20.	You have successfully completed the <i>Viewing Receipt Document Status</i> topic. You have learned how to: - Cross reference transactions associated with a receipt - View details of a transaction form and the document status inquiry page - Access related transaction inquiry pages from the document status inquiry page
	- Access related transaction inquiry pages from the document status inquiry page End of Procedure.



Appendix A: Local Purchases

This document is intended to clarify the options that are available for local purchases in GEARS.

EXPRESS Purchase Order

USAGE: Under the current system, users are able to purchase items that fall under the AOC Procurement threshold and/or items that are not deemed as sensitive directly from local suppliers without the need to go through AOC procurement. Users will continue to make local purchases after GEARS is implemented using current policies and procedures, but the method of tracking those purchases will change. There are 3 steps in the process:



- 1. <u>Order</u>– Place your order for the appropriate goods and/or services directly with your local vendor/supplier. If your supplier requests and /or requires formal documentation, you now have the ability create an Express Purchase Order to send to their office to confirm the order. Please note, if this is a new vendor you will need to submit a vendor maintenance form to Fiscal and Systems Compliance for set up/approval in the GEARS system prior to creating an Express Purchase Order. Establish your Express Purchase Order in the same manner you would like to track delivery and/or receipt. For example, if you complete a generic order Amount Only you can receive the order based on a dollar value. If you want an itemized list of items received, you can set up the Purchase Order with line details.
- 2. <u>Receive</u> If desired, when your location receives the ordered items and would like to acknowledge the receipt of those goods you have the option of making a receipt entry into GEARS. If you have not created an Express PO when you placed the order, you have the option of entering a Non-PO receipt into GEARS.
- 3. <u>Pay</u> Once you receive the invoice from the vendor/supplier, you will create an online voucher in GEARS. The details of each step are described below.

STEP 1

Users will continue to order items from local vendors/suppliers just like they have in the past subject to the limitations that are in place today. Most users have noted that they are able to obtain pricing when they complete their orders via the vendor's website. There is a Procurement spending limit and some types of items cannot be purchased in this way. Most users will order directly from the supplier's website. If the supplier requires a formal document or Purchase Order, you will have the ability to create an Express Purchase Order within GEARS. This document can be forwarded to the supplier via e-mail directly from the GEARS application.



STEP 2

The vendor will deliver the item to the facility exactly like they have done in the past. The person who receives the goods is likely to be the person who initially placed the order. In any case, the person who receives the shipment will make an entry into GEARS acknowledging that the goods have been received. If there is a 'packing slip' with the shipment, the document will be scanned and attached electronically to the receipt in GEARS.

Once this step has been accomplished, there is no need to retain the paper copy of the 'packing slip'.

GEARS course number PO240 covered the steps that are necessary to create the GEARS receipt and to attach the electronic copy of the packing list.

STEP 3

The invoice from the vendor could be with the shipment, but could also be sent to the person who ordered the items independently. Regardless of when the invoice is received, a voucher to create a payment request will need to be created in GEARS based upon the details of the invoice. The invoice will be scanned and the resulting file will be attached to the voucher in GEARS.

Once this step has been accomplished, there is no need to retain the paper copy of the invoice.

GEARS course number AP220 covered the steps that are necessary to create the GEARS voucher and to attach the electronic copy of the invoice.

Blanket Purchase Order (BPO)

USAGE: Under the current system, AOC Procurement negotiates special pricing for more commonly made purchases with approved vendors – e.g. Office Supplies via Rudolph's Office Supplies. Users will continue to make those local purchases after GEARS is implemented using current policies and procedures, and reference the Corporate Blanket Purchase Order Number. There are 3 steps in the process:



- 1. <u>Order</u>– Place your order for the appropriate goods and/or services directly with your local vendor/supplier preferably online to ensure you have the appropriate pricing for your items. This is usually the case for Rudolph's Office Supply orders.
- 2. **Receive** If desired, when your location receives the ordered items and would like to acknowledge the receipt of those goods you have the option to make a receipt entry into GEARS. If you have not created an Express PO when you placed the order, you have the option of entering a Non-PO receipt into GEARS.



3. <u>Pay-</u> Once you receive the invoice from the vendor/supplier, you will create an online voucher in GEARS.



Course Summary



Congratulations!

You have successfully completed the *PO220 Purchasing Goods and Services* course. In this course, you have learned how to:

- Create Requisitions in eProcurement
- Manage Requisitions
- Create Express Purchase Orders
- Inquire on Requisition Information

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at http://courtnet/gears/index.html (http://courtnet/gears/index.html).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gears@mdcourts.gov (mailto:gears@mdcourts.gov).